# Chapter VIII:  Enter and Maintain Orders

## Table of Contents

## Priority

Orders can be entered with three priorities
- Stat – same as in MIS, as defined by the department
- Non-Stat Time Sensitive – needs to be done at a certain time (time specific)
- Routine – each department defines routine

Result priorities are only available for Laboratory orders.  For these orders, you can request a result priority of
- Routine – resulted within 4 hours
- Priority – resulted within 2 hours
- STAT – resulted within 1 hour

## Service Requisitions

The services initiated by a service requisition can be ordered independently by Affiliate Medical Staff and clerical staff.  Some service requisitions have restricted availability.
- Service requisitions in CRIS are primarily used to replace patient–specific MIS-O-Grams
- Service requisitions are used for a variety of tasks that do not require a medical order, including
  - Order medical records
  - Order a birthday cake
  - Order patient transport (except from admissions or to and from the OR/PACU).
  - Change a patient location within the OR/PACU or send a surgical patient back to the unit of origin.
  - Change a patient's outpatient location temporarily (e.g., from an outpatient clinic to a day hospital and then back again)
  - Assign a patient to a bed within an inpatient unit

## Order Entry Worksheet Overview

You enter orders for the currently selected patient using the **Order Entry Worksheet** and order forms. When you choose and enter an order from the **Order Browse** on the **Order Entry Worksheet**, the order is entered in the **Order Summary** window. An order form tailored to the special information needs of that order displays, prompting you to enter more details. When entering an order, you can specify that it is a hold or a discharge order, or a special type of order, such as a conditional or IV order.

You must submit orders entered on the **Order Entry Worksheet** before logging off or moving to another patient. Once an order has been submitted, it is available for review in the **Orders** chart section.

To enter an order, you can click on the **Enter Order** icon in the toolbar or the **Enter Order** icon to the left of the patient header



**Screen 1:  Enter Order Icon**

This will open the Order Entry Worksheet.  This is the starting point of all orders and service requests.



**Screen 2:  Order Entry Worksheet**

### Review allergies

Allergies that have been entered for the selected patient display at the top of the Order Entry Worksheet.  You can view more information about these allergies or add additional allergies by clicking on the red two headed arrow.

### Enter orders as a Prescriber

If you have the security rights to enter your own orders, Me is automatically selected next to Requested By.

## Enter orders on behalf of a Prescriber

If you are entering the orders on behalf of someone else, select Other to open the Requested By dialog box.



**Screen 3:  Requested By Dialog Box**

1. Enter part of the care provider's last name and pause. The provider names that begin with the letters you typed appear in the search list.
2. Select the provider you are entering the order for.
3. In the **Source** drop-down list, select how you received the instruction to enter the order.
4. Click **OK**. You return to the **Order Entry Worksheet**
   **Note**: Once you have submitted an order, the requesting provider name can no longer be changed

## Date and Time

You can use this date and time field to enter the start date and/or time of all the orders in this session.  This does NOT alter the start date in order sets.  You can type the date, use the increase/decrease arrows to change the date one day, month, or year at a time, or use the calendar control to select a date.  You can enter an exact time or select a coded time (for example, STAT or Routine.) from the dropdown list.

## Session type

Orders can be entered in three session types
  • Today Outpt/Current Inpt – these orders will be processed when ordered. For inpatients, these orders are for any time during their stay.  For outpatients, these orders are only for today.

- Future Outpt/Pre-Admit – these orders only become active when released. For outpatients, these orders are for any day but today. When you select this option, you can add specific instructions for the release of these orders in the reason field.
- Take Home Medications – orders will be available immediately and remain active across visits so that these orders will be directed to Outpatient pharmacy.

## Hide Worksheet button

The hide Worksheet button closes the **Order Entry Worksheet** temporarily so you can access other functions for the patient. For example, while entering orders, you can hide the worksheet and review results prior to completing the orders. When you select the **Enter Orders** icon again, the worksheet displays again. You cannot log off or move to another patient's chart until you submit or delete the orders listed in the **Order Summary** window.

## *Find Orders and Order Sets*

To select an order or order set, you can do one of the following

## Manual Entry

From the (Start At) drop-down list, select **Manual Entry**. Then, in the **Type here to enter order name** field, enter part of the name of the order item you want and pause. The right pane of the **Order Browse** displays the order items that begin with the characters you entered.
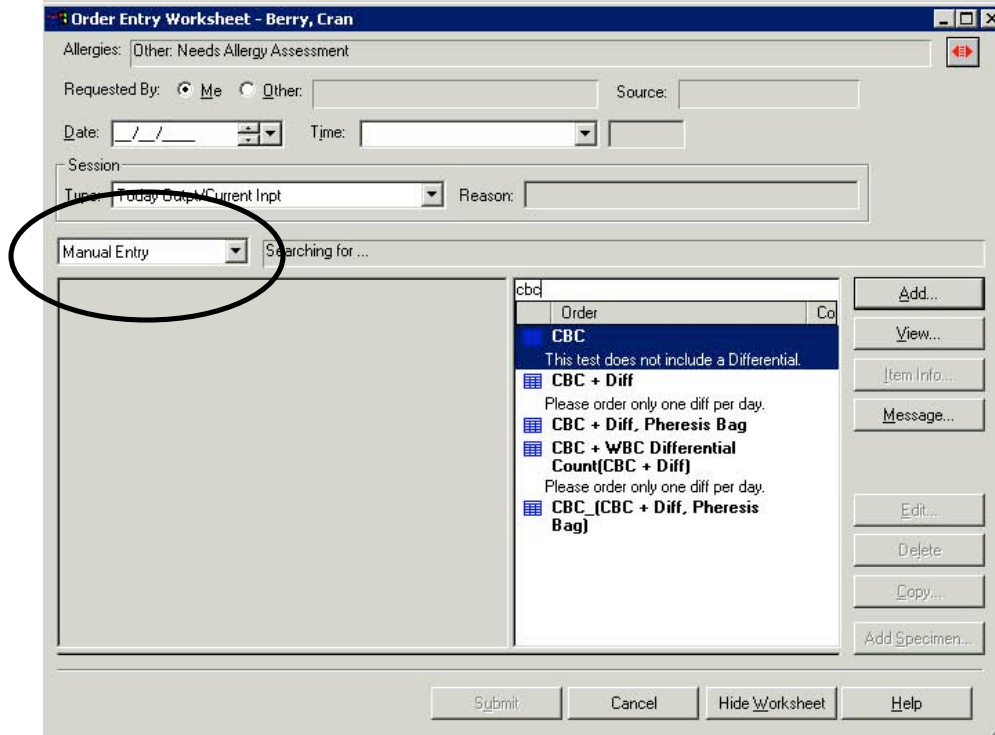
**Screen 4:  Using Manual Entry to Find Orders**

## Start of Browse

From the **(Start At)** drop-down list, select **Start of Browse**.  This displays the first order group at the top of the left pane of the **Order Browse**. Select an order group; any groups contained within it display in the left pane, and any individual order items display in the right pane.
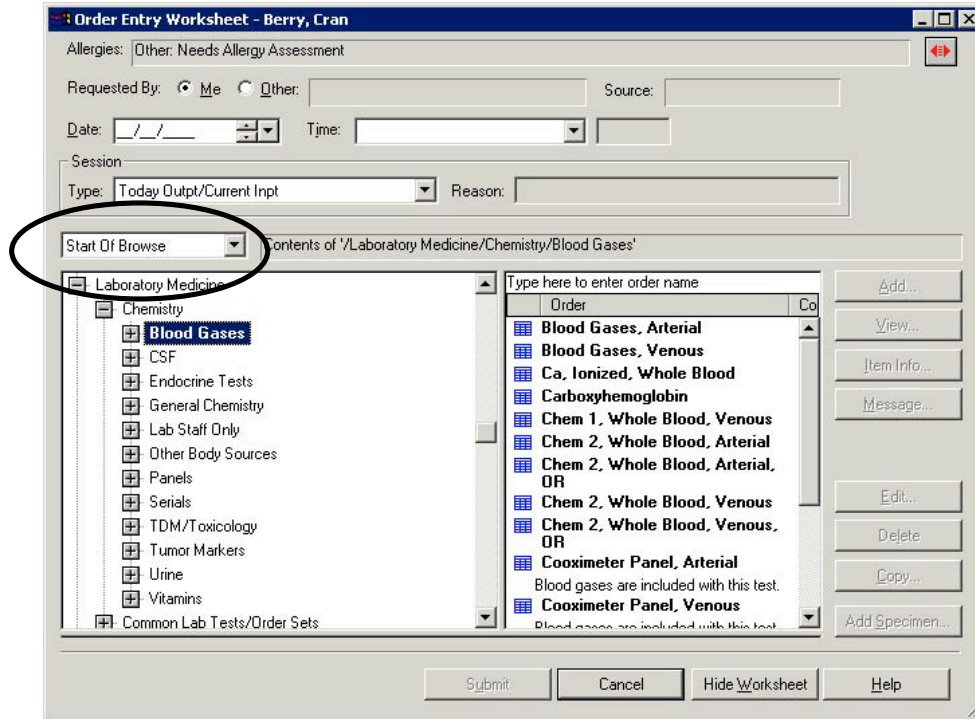
**Screen 5: Using Start of Browse to Find an Order**

**Find Order Sets**

Order sets are groups of orders conveniently located together to allow order entry at one time. There are three types of order sets

- Non-protocol order sets are groups of orders commonly ordered at one time
- Protocol order sets are groups of orders specific to the protocol. Some are grouped by visit or phase. Others are grouped by type of order
- Quick orders are medication orders pre-filled with common dosages, frequencies and administration routes

You can search for orders sets in the same way as for orders, either using Manual Entry to type in the name or number of the Order Set, or you can search through the listing using Start of Browse.  Orders Sets as indicated by an icon on the list order display pane.

**Screen 6:  Order Set List**


## Alerts and Warnings

Alerts can display when entering orders.  There are alerts for duplicate orders, allergy assessments, for entering medical orders more than one year in advance, and medication orders more than 90 days in advance.  When an alert occurs, a window opens for you to acknowledge the alert.
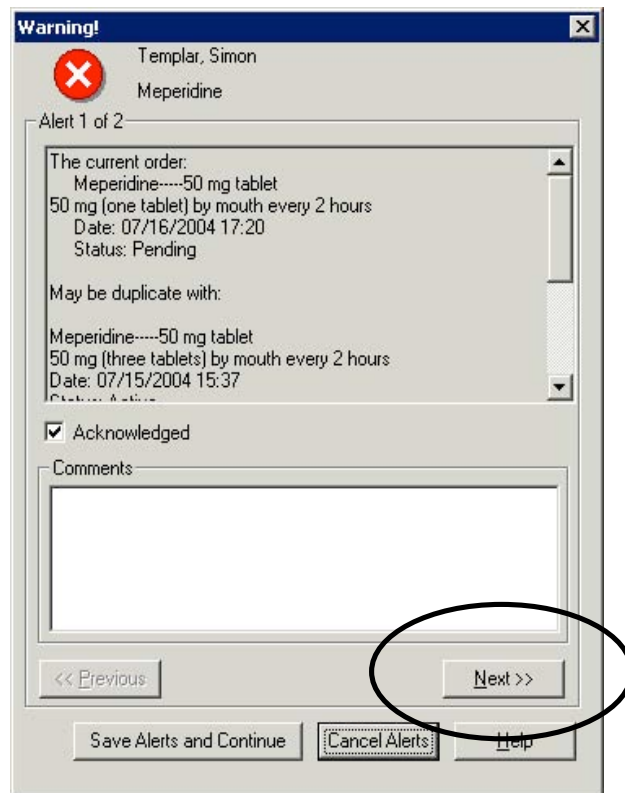

**Screen 7:  Sample Alert**


On this screen, you have two options
1.  To save the alert and continue to enter the order
2.  To cancel the current order

Multiple alerts can be triggered for any one order.  If there is more than one alert for the alert, the Next button becomes active.



**Screen 8:  Warning window with multiple alerts**

When there are multiple alerts
1.    Review the first alert and then select **Next** to view each alert.
2.    Once you have viewed all the alerts,
    a.  Select **Save Alerts and Continue** to enter the order or
    b.  **Cancel Alerts** to go back and modify or cancel the order.

Duplicate Checking
- Each department specifies how often an order can be repeated without being a duplicate
- A duplicate alert is just an alert; you can acknowledge the alert and say you still want to continue to order it.
- This may cause duplicate alerts to displays with some serial lab testing and take home medications

## Recommendations for Ordering and Reviewing Current Orders, Future Orders, and Take Home Medications in CRIS

CRIS has "session type" functionality that permits orders to be placed for both immediate and future action.  Depending on whether a patient is new to NIH, a current or future inpatient, or a current (today) or future outpatient, orders may be placed under the following session types

| Current Visit Type | Session Types | | |
|---|---|---|---|
| | Today Outpt/Current Inpt | Future Outpt/Pre-Admit | Take Home Medications |
| Pre-NIH Registration | N/A | Allowed | N/A |
| Inpatient | Allowed | Allowed | Allowed |
| Outpatient | Allowed | Allowed | Allowed |

**Screen 9:  Visit Type and Order Session Type**
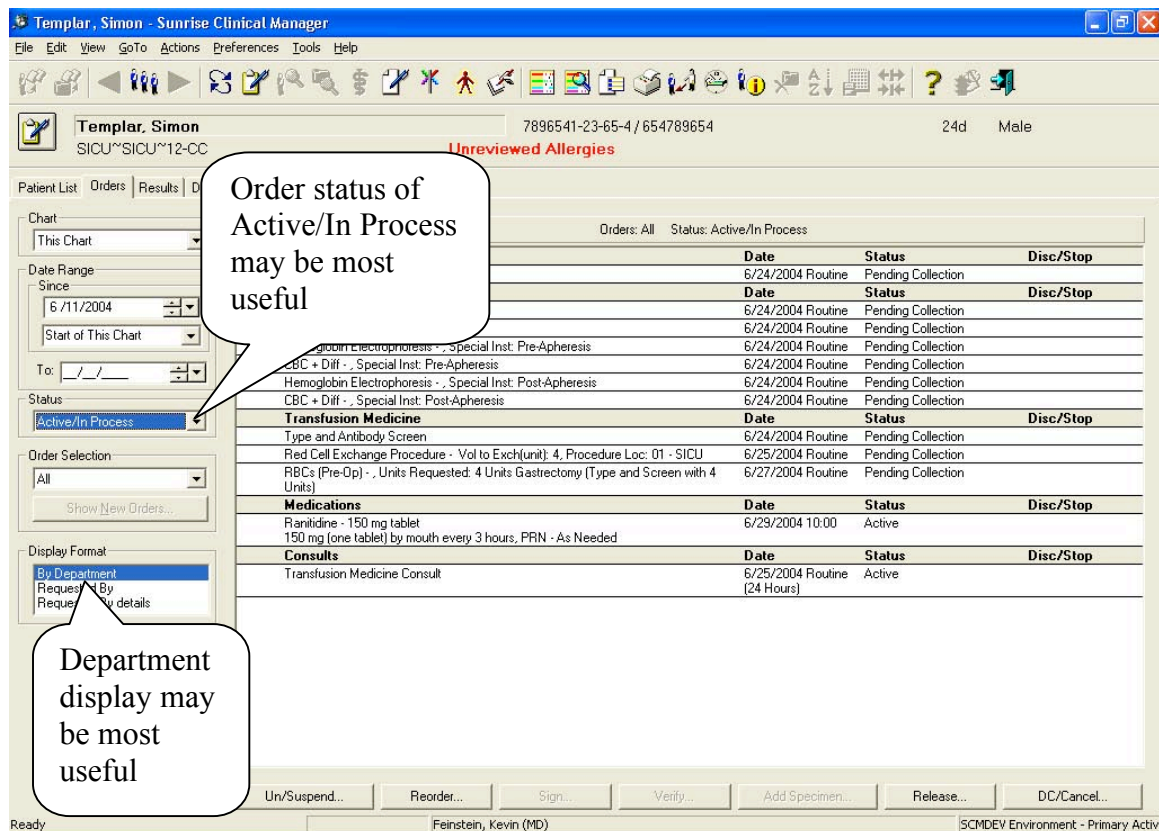
### Order for Today Outpt/Current Inpt

Use this default session type for orders to be carried out today in a clinic or day hospital or for hospital inpatients anytime during the current admission.



**Screen 10:  Default Session Type**

Simply place and submit orders as needed for the patient.  There is no need to adjust the session type in this situation.

**Note**:  OR/Anesthesia Requests and Off Site Anesthesia Requests should always be placed in this session type, since these are requests to schedule procedures and should be active immediately.

## Review Orders for Today Outpt/Current Inpt

Order status of Active/In Process filters those orders that are active, but not yet resulted or completed.



**Screen 11:  Active/ In Process orders status filter**

The Completed status will help to review orders that have already been carried out and resulted.

Screen 12: Completed order status filter

## Order for Future Outpt/Pre-Admit

MIS allowed orders to be entered for future admissions only. CRIS allows orders for both future admissions, as well as for future outpatient encounters and testing. Use this session type for orders to be placed for a future-dated outpatient encounter (even the next day), as well as for anticipated admissions to the hospital. Always indicate a "reason" for these future orders.

**Screen 13: Future Outpt/Pre-Admit Session type**

Within an order set, select all orders that are needed.

**Screen 14:  Order Set Summary window**

The Prescriber should indicate the future date the orders are expected to be carried out.  If the order date was not entered initially on the order entry worksheet, the date can also be updated in another way without entering each order individually.

**Screen 15:  Order Set change date**

Order dates will then be updated accordingly.   The orders should be reviewed once more on the Order Entry Worksheet before being submitted.



**Screen 16:  Future Outpt/Pre-Admit orders summary pane**

### Review Orders for Future Outpt/Pre-Admit

All orders entered and submitted under the "Future Outpt/Pre-Admit" session type can also be easily reviewed with the help of the order filters.
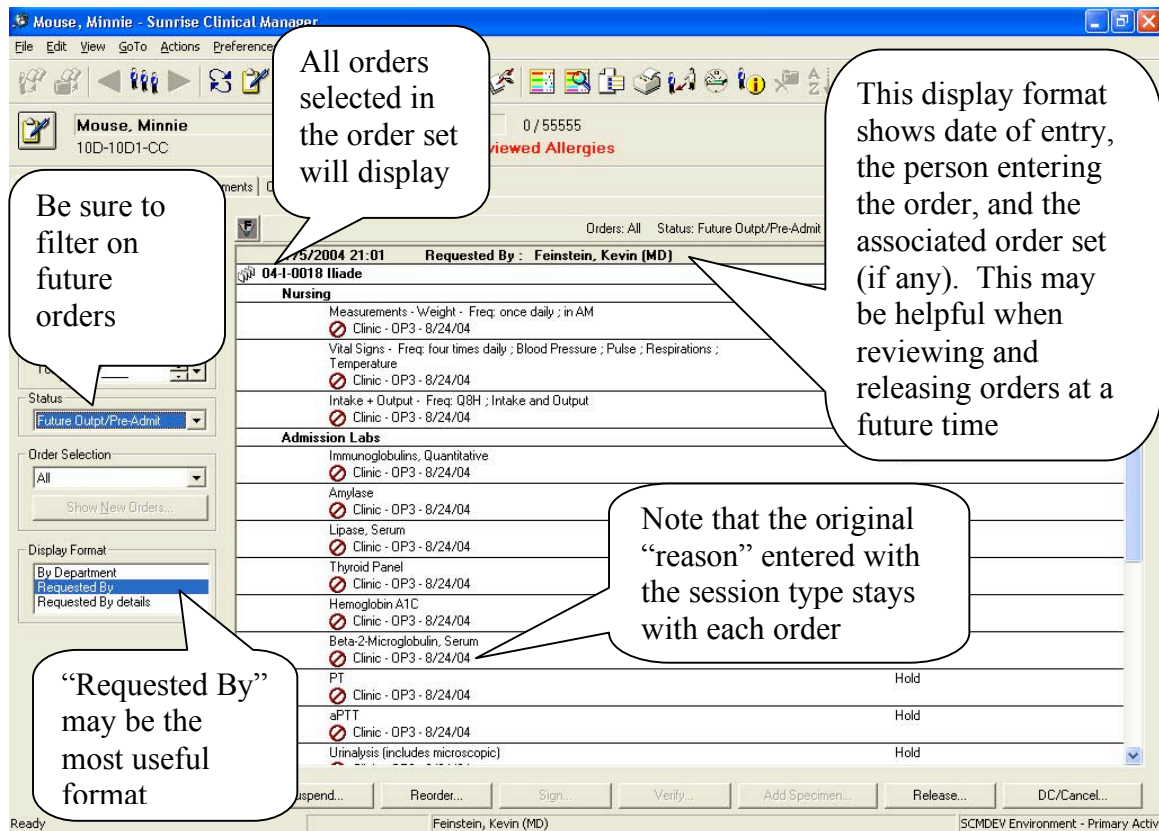
**Screen 17: Future Outpt/Pre-Admit status filter**

## Ordering Take Home Medications

Take Home Medications include those prescribed in a clinic for home use, in the hospital at the time of an inpatient discharge, and for use on pass. All orders for take home medications require the correct session type in order to be processed correctly by the outpatient pharmacy.

Take home medications can be easily ordered from the pharmacy quick order screens, which have common take home prescriptions and quantities pre-filled on the order forms. Be sure to change the session type to Take Home Medications before submitting these orders

**Screen 18: Take Home Medications session type**

If it's appropriate to prescribe the current inpatient regimen of medications to a patient who is about to be discharged, a quick way to create these orders is via the "reorder" function. Simply "right-click" on the order for discharge, pick "Reorder," and pick "Current." The "reordered" medication will then appear on the order entry worksheet, awaiting any appropriate modifications and review before being submitted. You will need to change the session type to Take Home Medications before submitting these orders.

### Review Orders for Future Outpt/Pre-Admit

All current "Take Home Medication" orders can also be easily reviewed with filters.
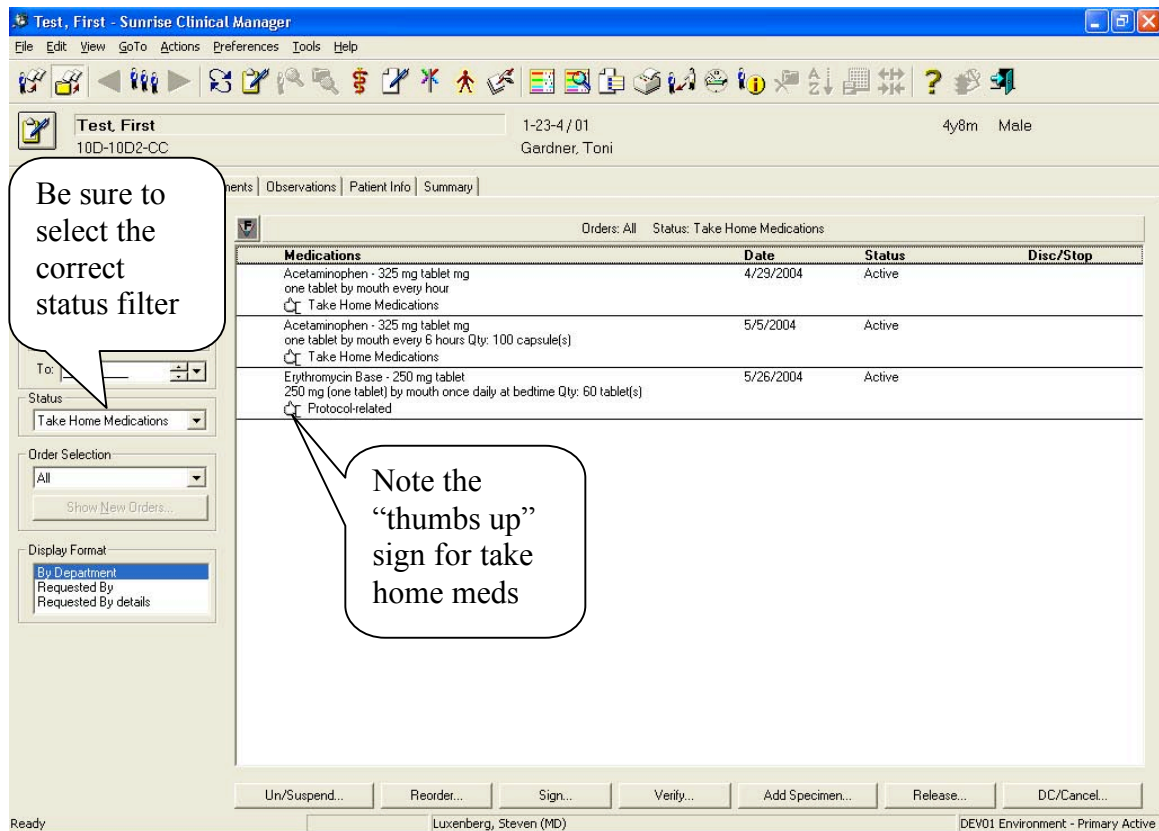
**Screen 19: Take Home Medications status filter**

Take home medications do not appear in the worklist manager for documentation of administration. However, they will generate "duplicate order" or "drug interaction" warning messages, since they are considered active. Prescribers may choose to suspend active outpatient prescriptions during inpatient stays, and unsuspend as appropriate at the time of a patient's discharge, in order to avoid these duplicate messages.

**Note**: Take Home Medications that are no longer appropriate for the patient should be cancelled by the responsible Prescriber(s).

## Entering Orders

1. From the **Order Entry Worksheet**, locate an order you want to enter. Click **Add**.
2. Fill in the requested information.
   a. There may be special instructions about the order in the **Messages** box. This is informational only, and cannot be changed.
   b. Required fields are marked with a blue star. Data must be entered into these fields prior to submitting the order.
   c. Other fields are optional. These are completed when there is more information to convey about the order.

    d. Some fields already contain prefilled/default data when you open the form. These fields may be modified as needed.

    e. The **Frequency** field is often too short to display all the frequency details. You can select an option, click in the field and arrow to the right to read the entire field if needed.



**Screen 20: Order form with frequency field**

3. Click **OK**.
4. Click **Submit**.

## Edit or delete an order before submitting

You can edit or delete an order BEFORE submitting it

1. To edit an order before submitting it
    a. Select the order you want to edit.
    b. Click Edit. The Order Entry Form for the selected order opens.
    c. Change or add to the existing fields. Click **OK**. You return to the **Order Entry Worksheet**.
2. To delete an order before submitting it

      a.  Select the order you want to delete.
      b.  Click **Delete**. The order is removed from the order summary window.

If you enter, but don't submit orders on the **Order Entry Worksheet**, and then hide the worksheet, the icon changes to indicate that there are unsubmitted orders. You cannot log off or switch to another patient's chart until you submit or delete unsubmitted orders.



**Screen 21:  Unsubmitted Orders Icon**

## Enter Order Sets

Order sets are groups of orders commonly ordered at one time. You order an order set just as you would an individual order - using the **Order Browse** on the **Order Entry Worksheet**. If you don't want every item in the order set, you can eliminate parts of an order set when you order it.

### How Order Sets Work

Order sets are groups of orders conveniently located together to allow order entry at one time. There are three types of order sets
- Non-protocol order sets are groups of orders commonly ordered at one time
- Protocol order sets are groups of orders specific to the protocol. Some are grouped by visit or phase. Others are grouped by type of order
- Quick orders are medication orders pre-filled with common dosages, frequencies and administration routes
- When tests/procedures or other orders happen in sequence, the days can be built into the order set
  - T= today, the day the order set is ordered or released from hold
  - T+1 = tomorrow, the day after the order set was ordered or released from hold
- Check marks are used to select the items from the order set that you want to order
  - Items are usually ordered for everyone (both sexes) are pre-set
    - You can add or deselect individual items
    - If whole order is radically different, just deselect all and select the ones you want

        o☐ Pre-set checkmarks redisplay for next time you use order set
- Headings are just informational for Prescribers
  - o No matter how orders are grouped in the order set, they are programmed to display in specific spots on the order display
  - o If you filter the order display by details, it will bring all the order set together under the name of the order set
- There are no pre-filled repeat orders within order sets
  - o Prescribers can create repeat orders from the Order Entry, but they can't be pre-filled in the order set.

## Working with Order Sets

The **Order Set Summary** dialog box displays all the inactive order items in an order set. You may remove or edit individual items in the order set as necessary. You also can specify or change the start date for each of the items using the **Change Date** button.
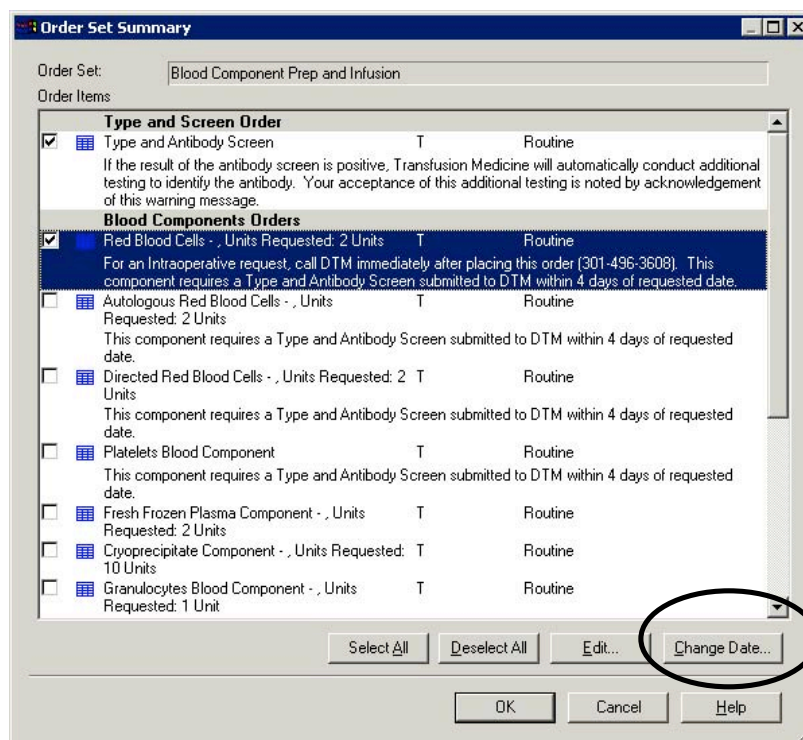


**Screen 22: Order Set**

## Processing Order Sets

When you add an order set, CRIS displays the **Processing Orders** progress indicator that shows you the following
- The number of orders to be processed,
- Where CRIS is in processing the orders, and
- The number of warnings associated with the orders.

o   Any warnings or errors display in a dialog box. After the order is completed, if there were warnings or errors, the **Orders With Alerts, Warnings or Errors** dialog box opens.



**Screen 23:  Processing Order Sets Dialog box**

## Alerts, Warnings or Errors When Processing Order Sets

This dialog box allows you to review any alerts, warnings, or errors for orders in an order set that violate clinical parameters, exceed dosage limits, and so on.
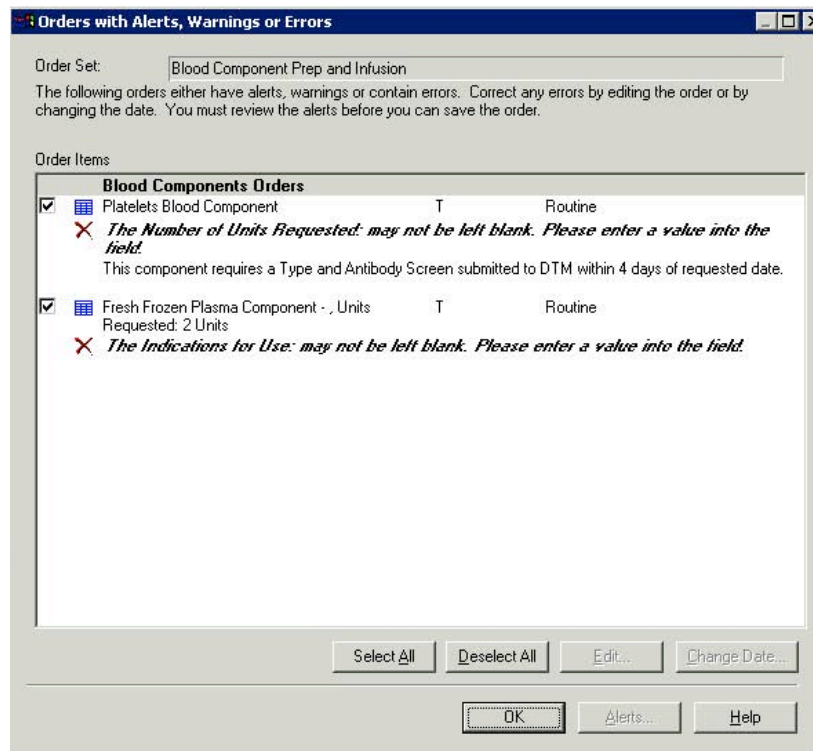


**Screen 24:  Orders with Alerts, Warnings or Errors Dialog box**

## Changing the Date for Order Items in an Order Set

The **Change Date** dialog box allows you to select one or more order items from an order set and change the start date(s).

**Note:** If you choose several orders and apply a coded time that one (or more) of the orders does not support, those orders generate an error message, and you return to the **Order Set Summary** dialog box.  The orders that generated errors are highlighted.
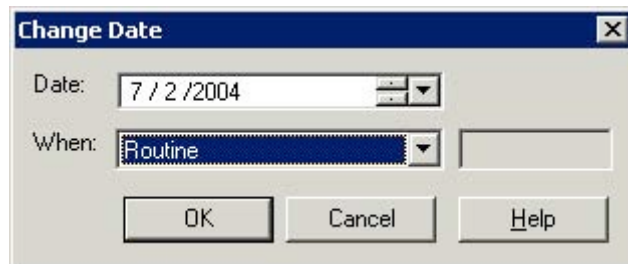

**Screen 25:  Change Order Set Date dialog box**

**To change the date of an unsubmitted order within an order set**
1. In the **Order Summary** window of the **Order Entry Worksheet**, select the order set containing the order you want to modify and click **Edit**.
2. The **Order Set Summary** dialog box opens.
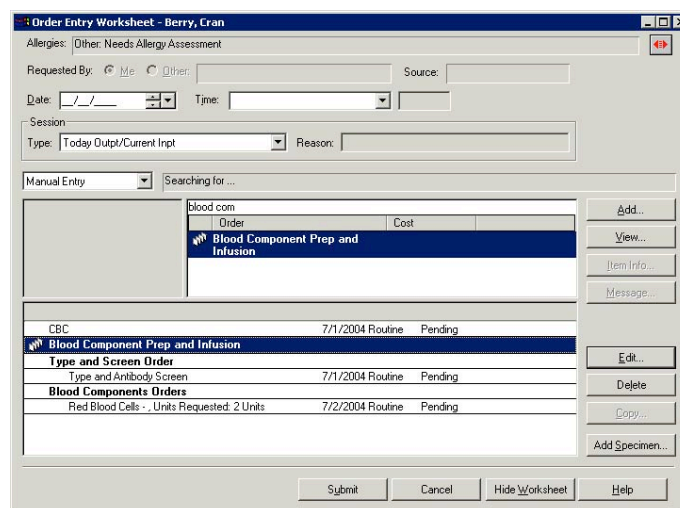

**Screen 26:  Unsubmitted Order Set**

3. Select the order(s) for which you want to change the date, and click Change **Date**. The **Change Date** dialog box opens.
4. Specify a date and time for the order(s), then click **OK**. You are returned to the **Order Set Summary** dialog box.
   **Note:** When you change the date of a hold order, it releases the hold on the order.
5. Click **OK**.
6. Continue entering orders on the **Order Entry Worksheet**, or click **Submit** to submit the order set.

## Department Specific Orders

### Critical Care Medicine

Most CCMD orders are not available via the orders browse.  These orders are restricted to CCMD Prescribers and are all part of order sets starting with CCMD. ACLS orders are only available through an order set call CCMD Admission Orders



**Screen 27:  ACLS Orders**

**DASS**

The following are the available DASS department service requests
- □ Off Site Anesthesia Request
- □ OR/Anesthesia Request

These service requests replace the MIS OR Scheduling Card (aka Mis-O-Gram) to communicate patient scheduling information for surgery and anesthesia services outside of the OR.  The weekly OR Schedule is created by DASS from the data submitted on these service requests.  Both of these service requests must be entered in the Session Type Current Inpt/Today Outpt session.  DASS will not get notice of the request to book a case if entered in other session types.

**Laboratory**

Once entered into CRIS, Lab orders are interfaced to the Lab computer system for accessioning, specimen collection and resulting.  Most lab orders use the same order form.



**Screen 28:  General Lab order entry form**

General Laboratory order entry fields
1. Requested Collection Priority
   - Stat – same as in MIS, as defined by the department
   - Non-Stat Time Sensitive – needs to be done at a certain time (time specific)
   - Routine – each department defines routine
2. Requested Result Priority
   - Routine – resulted within 4 hours
   - Priority – resulted within 2 hours
   - STAT – resulted within 1 hour
3. Reason for Stat or Priority Request
   - Enter a note in this field to explain why the test is needed test or at a specific time.
4. Collect Specimen On
   - This field is used to define the date that you want the specimen collected.
5. Specimen Collection/ Label Printing Collection Site
   - Specimen collection and label printing will occur at the patient's registered clinic/unit location at the time the specimen is due to be drawn. If you want specimen collection and label printing to occur elsewhere, indicate location in the field.
6. Blinded Checkbox
   - Check this box if this study is part of a blinded study
7. Special Instructions
   - Use the special instructions field to enter information needed to process this order. Mail-in instructions would be entered into this field as well.

Lab orders will be entered in the Pending Collection status. All specimen collection information will be entered into the Lab system and sent to CRIS when updated.

DLM had standardized the number of serial samples for all tests
- 01-08
- 09-15
- 16-25
- 26-40

Certain Lab tests will require that the order requisition be sent to the lab along with the specimen. These include tests that require information written on the label and/or on the order requisition. Specimens sent to the lab with Admissions labels (no bar code label available) must always be sent with the Order Requisition. Information must be written and sent with drug test order

requisitions. If this information is missing, the test will be performed and a result comment attached to notify physician that additional information (dose, route, time) may be required for proper result interpretation.

| Test Name | Information to be Included on Order Requisition | Information to be Written on Tube |
|---|---|---|
| **DRUGS** | | |
| Acetaminophen | Time of draw | |
| Amikacin | Time, date, route of dose; time of draw; start-stop times of IV dose | |
| Carbamazepine | Time, date, route of dose; time of draw | |
| Cyclosporin | Time, date, route of dose; time of draw | |
| Digoxin | Time, date, route of dose; time of draw | |
| Gentamicin | Time, date, route of dose; time of draw;start-stop times of IV dose | |
| Lithium | Time, date, route of dose; time of draw | |
| Methotrexate | Time, date, route of dose; time of draw, start-stop times of IV dose | |
| Phenobarbitol | Time, date, route of dose; time of draw | |
| Phenytoin | Time, date, route of dose; time of draw | |
| Tacrolimus | Time, date, route of dose; time of draw | |
| Tobramycin | Time, date, route of dose; time of draw, start-stop times of IV dose | |
| Valproic Acid | Time, date, route of dose; time of draw | |
| Vancomycin | Time, date, route of dose; time of draw; start-stop times of IV dose | |
| Sirolimus | Dose, Time and date of last dose, time of draw | |
| Itraconazole | Pre, Post, or Random;Time and date of draw, infusion start/stop time, any antimicrobials | Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random) |

| Test Name | Information to be Included on Order Requisition | Information to be Written on Tube |
|---|---|---|
| Flucytosine | Pre, Post, or Random;Time and date of draw, infusion start/stop time, any antimicrobials | Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random) |
| Sulfamethoxazole | Pre, Post or Random;Time and date of draw, infusion start/stop, dose | Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random) |
| Sulfonamides | Pre, Post or Random; Time and date of draw, dose, type of Sulfonamide | Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random) |
| Sulfadiazine | Pre, Post or Random; Time and date of draw, dose, type of Sulfa drug | Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random) |
| CRIS test name | Print order requisition with following information or write needed information on order requisition; send to DLM | |
| **BLOOD GASES/ CCMD** | | |
| Blood Gas, Art. | FIO2, temperature | |
| Cooximeter Panel, Art. | FIO2, temperature | |
| Chem2,WB,Art. | FIO2, temperature | |
| Chem2,WB,Art,OR | FIO2, temperature | |
| Blood Gas, Ven. | Temperature | |
| Cooximeter Panel, Ven. | Temperature | |
| Chem2,WB,Ven. | Temperature | |
| Chem2,WB,Ven,OR | Temperature | |
| Microbiology Specimens | Send order requisitions for all Microbiology specimens | |
| **MISCELLANEOUS** | | |
| 24 hour Urine Tests | If Aliquot, Total volume of collection; date and time of collection | |
| A.M. list draws combined with later timed draw order | | Send any extra bar code labels with the specimen |
| Amino Acid Quant, 1-5, Serum | List up to 5 specific Amino Acids to be tested | |

| Test Name | Information to be Included on Order Requisition | Information to be Written on Tube |
|---|---|---|
| Anti-Pneumococcal AB, Anti-Diphtheria, Haemophilus influenza B, Tetanus, Meningococcal | Pre, Post or Random | Write on Label: Pre or Post or Random (the same test must be ordered separately for Pre, Post, Random) |
| Anti Xa Low Molecular Weight Heparin | | Write on Label: Time of the draw post injection |
| Body Fluid Tests | Type of body fluid | |
| Bone Marrow Analysis | Contains required patient information | |
| Chemo Differentials | | Mark Label with Red dot |
| CSF specimens | | Write on Label: Number of tube drawn |
| Indinavir, If patient is on | | Write on Label: INDINAVIR |
| Mail in specimens | Date of Specimen Collection | Write on Label: "MI" or mail in |
| N-Methylhistamine, Ur | Indicate if Pt is on antihistamines. Volume if 24 hr collection | |
| Ntx-Telopeptides, Ur | Indicate if 24hr collection or random (must be other than 1st AM void). | |
| Organic Acids, Ur | Indicate suspected organic acids | |
| Research Blood, Urine,Other | Print requisition, send to performing lab | Write on Label: Collection time if required |
| Sendout Tests, "OTHER" | Name of approved Test | |
| Serial  Tests | Write date of collection; Send Test requisition that includes specimen collection times; indicate time points variances | Send empty tube if time skipped (blood not drawn for that time point); send unused labels at end of sequence or empty tubes if already labeled. |
| Timed test | | Write on Label: Time of draw |
| WBC STR Profile | Donor and recipient names | |
| Xylose-5gm dose, 5hr,ur | Dose and Time given, time drawn | |
| Xylose-25gm dose, 5hr,ur | Dose and Time given, time drawn | |

**Nursing**

Three orders that alert nurses that a test or procedure is scheduled.  These do not interface with CAS, just a send a message to Nursing.
- Unit Tests – most serial tests
- Procedure – On Unit
- Procedure – Off Unit
    - These service requests ask about conscious sedation so nurses can plan

**Nutrition**

The following are the available Nutrition department orders
- Diet Order
- Meal Delivery:  Interrupt
- Nothing by Mouth – NPO
- Nutrition Consult (Clinical)
- Nutrition Consult (Research)
- Oral Supplements
- Paper Tray Service
- Pediatric Formulas
- Special Nutrition Requests
- Tube Feeding – Adult
- Tube Feeding - Pediatric

There is an interface between CRIS and the Nutrition Department computer system (CBORD)
- The Nutrition Department computer system only recognizes one order, the last one
- There is nowhere for Special Instructions to go in the Nutrition Department computer system, so it isn't on the diet or NPO form
- If you need to communicate something about the diet – where to deliver, no red Kool Aid – use the **Special Nutrition Request**

**Diet Order**

The Diet Order is used to enter any diet and specific restrictions.  Up to seven (7) restrictions can be entered into the Diet Order at one time.  A patient can only be on one active diet order at any point in time in our computer system. The patient can be on multiple restrictions (e.g. 1800 calories and 2 gram sodium), but only one order. The combination of restrictions, entered at the same time, form a diet order. All restrictions have to be entered at the same time to be active together  If you enter a diet order for a 1800 calorie diet and then went back in and entered a 2 gram sodium diet for example, the nutrition department system would 'overwrite' the 1800 calorie diet with the 2 gram

sodium diet.   When you want to change the patient's Diet Order, you should discontinue to active Diet Order and enter a new one.



**Screen 29:  Diet Order form**

The Option 1 and Option 2 fields include a list of all diets and restrictions.  These fields can be used to enter the diet restrictions, or you can enter restrictions into the specific type below.

**Meal Delivery:  Interrupt**
Meal Delivery:  Interrupt is like the MIS Delay Tray and does not require a Prescriber; nursing can enter it or complete it.  To stop a meal for a specific time, use the Meal Delivery:  Interrupt order.  This order allows you to specify which meal you want held.  You can also add instructions for nursing if appropriate.  When the patient can have meal service again, this order should be completed.

**Screen 30:  Meal Delivery:  Interrupt order**

## Nothing by Mouth – NPO

Use the NPO order to stop all food service.  You can enter specific nursing information in this order if needed, as well.  This order should either include a stop date and time or should be completed when you want meal service to resume.


**Screen 31:  NPO Order**

## Imaging Sciences/ Radiology Orders

Ordering and Resulting Process
- The order is entered by Prescriber (or Agent for Prescriber) into CRIS and has a Pending Completion of Study status on Orders Tab.

- The order interfaces with Radiology Information System (RIS).
- The order also goes to Mitra Broker-All equipment queries patient information and study description.
- When the study is completed by the technologist in the RIS the message goes to and the RIS as sends a message to the Dictaphone interface which makes the Dictaphone ID valid.
- The Radiologist scans the Dictaphone ID located on the patient request with the Dictaphone equipment and dictates the report.
- The Transcriptionist types the report in the RIS and RIS sends the preliminary report to the CRIS the MITRA Broker, and to the Radiologist Case Signout application in RIS.
- The Radiologist signs the preliminary report in RIS and the RIS sends the Final report to CRIS interface and MITRA Broker.

The orders within the Imaging Department are grouped by service and the order names begin with the type of order, for example, NM for Nuclear Medicine, DX for X-Rays.

**Screen 32: Imaging Sciences/Radiology order browse**

**Screen 33:  General Radiology order form**

General Radiology order entry fields
1.  Priority
    - Stat – same as in MIS, as defined by the department
    - Non-Stat Time Sensitive – needs to be done at a certain time (time specific) – use this priority for 'On Call' procedures.  Prescribers ordering exams for MRI, Special Procedures/Interventional Radiology and Nuclear Medicine imaging should select a date and time of 12:00 hours in advance.  This will be considered as a time request; it will not necessarily be the time the imaging procedure will be performed.
    - Routine – each department defines routine
2.  Reason for Stat or Priority Request
    - Enter a note in this field to explain why the test is needed test or at a specific time.
3.  Schedule Patient for Test/Exam on
    - This field is used to define the date that you want the test done.

4. Reason for Exam/Diagnosis/History
   • Use this field to enter information needed to describe the expected purpose of the study.
5. Blinded Checkbox
   • Check this box if this study is part of a blinded study
6. Special Instructions
   • Use the special instructions field to enter information needed to process this order.  Mail-in instructions would be entered into this field as well.

Lab orders will be entered in the Pending Collection status.  All specimen collection information will be entered into the Lab system and sent to CRIS when updated.

| ORDER and RESULT STATUS MATRIX FOR IMAGING SCIENCES PROGRAM | | | | |
|---|---|---|---|---|
| **EVENT** | **SYSTEM STATUS** | | | |
| | **MIS** | **Radiology System (RIS)** | **CRIS** | |
| | | | **ORDERS TAB** | **RESULTS TAB** |
| Order exam in CRIS | | | If ordered for < 72 hours from now: "Pending Completion of Study" <br><br> If ordered for > 72 hours from now: "Pending" | None |
| Started and Completed Study in RIS | In Progress | Start and complete | Performed | None |
| Transcribe report | Preliminary Results | Transcribed | Interim Results Received | Preliminary |
| Radiologist review and sign in RIS | Final | Final (preliminary Report) | 1 or more final results received | Final |
| Cancellations or Changes to Order or Result: | | | | |
| Order cancelled by Prescriber (In | | | Discontinued | None |

| ORDER and RESULT STATUS MATRIX FOR IMAGING SCIENCES PROGRAM | | | | |
|---|---|---|---|---|
| **EVENT** | **SYSTEM STATUS** | | | |
| | MIS | Radiology System (RIS) | CRIS | |
| | | | **ORDERS TAB** | **RESULTS TAB** |
| CRIS)-If Pending Completion of Study status | | | | |
| Order cancelled by Prescriber (In CRIS)-If Pending status | | | Cancelled | None |
| Result Corrected or Amended | | Addendum | Corrected Result | Modified |
| Multiple studies dictated together | If before signature: "Preliminary"<br><br>If after signature: "Final" | If before signature: "Transcribed"<br><br>If after signature: "Final" | If before signature: "Interim results received"<br><br>If after signature: "1 or more final results received" | If before signature: "Preliminary"<br><br>If after signature: "Final" |
| Cancelled in Cerner | | | Cancelled by Performing Department | None |
| Replacement Exam in RIS-When ordered | | | Pending Completion (for that day or next day), Pending (for $3^{rd}$ day on) | None |

| ORDER and RESULT STATUS MATRIX FOR IMAGING SCIENCES PROGRAM | | | | |
|---|---|---|---|---|
| **EVENT** | **SYSTEM STATUS** | | | |
| | MIS | Radiology System (RIS) | CRIS | |
| | | | **ORDERS TAB** | **RESULTS TAB** |
| Replacement Exam in RIS-When Started and Completed in RIS | | Start and complete | Performed | None |
| Replacement Exam in RIS-When Transcribed in RIS | | Transcribed | Interim Results Received | Preliminary |
| Radiologist review and sign in RIS | | Final (preliminary Report) | 1 or more final results received | Final |

**Screen 34: Imaging Service Result and Order Status**

## Respiratory Therapy

Respiratory orders can be found in two places on the order browse
- Critical Care Medicine – Respiratory Therapy
- Respiratory Care/ Pulmonary Function – Respiratory Therapy



**Screen 35:  Respiratory Therapy Orders**

- Respiratory therapy treatments requiring medication administration will be documented on the worklist.
- Orders for Pentamidine and Ribavirin require an order for a Respiratory Therapy Consult to order the required negative flow room.
- To order oxygen therapy for home use when a patient is on a pass, Prescriber should enter a Respiratory Therapy Consult order and specify requirements.

**Screen 36: Respiratory Therapy Consult order**

## Social Work

The following are the available Social Work department orders
- Assessment - Consult
- Counseling
- Discharge Planning
- Education
- Language Interpreter
- Patient Resources
- Social Work - Participation in Conference

Social workers enter their consult document under Clinical Documentation.
Social work orders will be manually completed once the order is carried out and documented.

**Screen 37:  Social Work consult order**


## Medication Orders

### Overview of medication orders

Most medications and IVs use a similar order entry form.



**Screen 38:  Medication order entry window**

Selected general medication order entry fields
1. First gray field
   - This field is used to display medication information (if available).  In addition, you can click on the Item Info button at the bottom of the screen to link to Micromedex.
   - In addition, some medications have attached expert dosing available.  To access the expert dosing information, click on the Expert Dosing button near the top of the form.
2. Strength
   - Pre-filled, view only field
3. Dose
   - Pre-filled, can be calculated
   - Required
4. Unit
   - Drop-down list of available dispensing units
   - Required
5. Tabs/Caps per Dose
   - Drop-down list of available dispensing units
   - Required
6. Route
   - Drop-down list of available dispensing units
   - Required
7. Frequency
   - Drop-down list of available dispensing units
   - Required
8. Start Date
   - This field is used to define the date that you want the medication started.



**Screen 39:  Medication order entry form continued**

Additional fields include instructions for pharmacy, fields to define take home medications, prn medications and pharmacy only dispensing fields.

**Take home medication orders**

Prescribers order take-home medications in both inpatient and outpatient settings.  All take-home medications, including discharge, pass, and clinic prescriptions, are ordered under a TAKE HOME MEDICATION session type in CRIS.  This directs the orders to the Outpatient Pharmacy for dispensing to the patient.  It also allows the order to remain active across subsequent inpatient and outpatient visits, thus facilitating refills by the Clinical Center pharmacy.

- Orders for take home medications are entered as TAKE HOME Active medication orders cannot be "converted" to take-home medications as has been done in MIS.  Take-home medications in CRIS require a new medical order entered under a TAKE HOME MEDICATION session type.
    - Orders of current inpatient medications for take home are reordered as TAKE HOME MEDICATION session type using the Reorder function (available by right-clicking on an order in CRIS).
    - Orders of different medications for use at home are placed as new orders in the TAKE HOME MEDICATION session type.
- Take-home medications are not included on the Medication Worklist used by the nurses to document medication administration.
- There are alerts warning of possible drug allergies and/or drug-drug interactions that may appear when placing medication orders.
- Pharmacy verification of the order is documented.  No medication orders are active until verified by the pharmacy.
- Prescribers, pharmacists, and nurses are able to view a history of all take-home medications dispensed, as well as their remaining allowable refills.
- The first dose of a take-home medication is sometimes ordered to be given by the nurse before the patient leaves the Clinical Center.  This dose can be included in and documented on the Medication Worklist if ordered as a separate one-time order in the Today Outpt/Current Inpt session type.



**Screen 40:  Take Home Medication Icon**

**Steps**
- The Prescriber enters orders for take-home medications under the **Take Home Medication** session type.

- The Prescriber submits the order.  The order will display in the order summary as "pending verification".
- The pharmacist verifies the order; and the order status changes to active.
- Upon verification by the pharmacist, order requisitions print in the patient location and in outpatient pharmacy.
- The pharmacist prepares the medication, documents the medication to be dispensed, including the amount (e.g., 1 month supply) to be dispensed and allowable future refills and dispenses the medication as indicated in the order.

**Add an additive to an IV solution order**

The **Additives** dialog box allows you to enter one or more additives for an IV solution order. If the **Additive** button does not appear on the order form, you cannot add an additive to that order.

**To add additives to an IV solution**
1. Open the **Order Entry Worksheet**.
2. From the **Order Browse** or **Manual Entry**, choose an IV solution order.
3. Click **Add**. The order form for the solution opens.
4. To the right of the **Additives** field, click the **Additive** button.



**Screen 41:  IV Additives Icon**

The **Additive** dialog box opens.



**Screen 42:  IV Additive window**

5. In the **Name** field, enter the first few characters of an additive name and pause.  The additives that start with the characters you typed display in the **Additive** list.

6.  Select the additive you want from the list and click **Add**.
7.  In the **Additives** grid, for each additive, enter a dosage in the **Dosage** cell and select a unit of measurement from the **UOM** cell.
8.  Repeat steps 5 through 7 to add all additives as appropriate.
9.  Click **OK**. The additives are checked and a message displays if no dose has been specified for any of the additives.  You return to the order form.
10. Click **OK** to add the order to the **Order Summary** window of the **Order Entry Worksheet**.


## Delete an additive from an order

You can delete an additive from an order before you submit the order. After an order has been submitted, you cannot delete it or any additives associated with it, but you can cancel the order.


## To remove an additive from an IV order

1.  Do one of the following
    a.  If you have the order form displayed, go to step 2.
    b.  If you have added the order to the **Order Summary** window of the **Order Entry Worksheet**, select the order and click **Edit**.
2.  Click the **Additive** button next to the **Additives** field. The **Additives** dialog box opens.
3.  Click the button to the left of the additive you want to delete.
4.  Click **Delete**.
5.  Click **OK**. You return to the order form.


## Enter a variable-dose medication order

When entering an order, you can specify variable doses that are titrated based on changing laboratory parameters. For example, you can specify a sliding scale insulin order based on glucometer readings/serum glucose levels, or a variable heparin dosage based on PTT results.
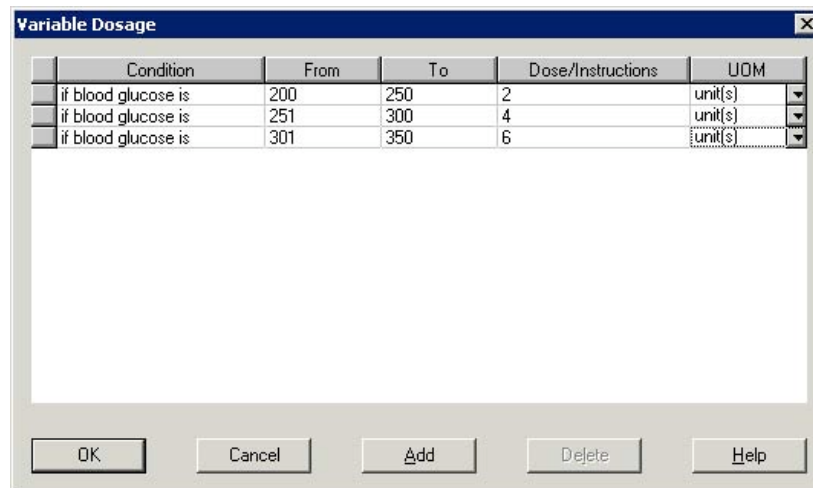
**Screen 43:  Variable Dose Icon**

**To enter a variable-dose order**
1. In the **Order Browse**, select a medication order and click **Add**.
   a. If the order is not pre-filled, the order form for the order opens.
   b. If the order is pre-filled, it is added directly to the **Order Summary** window. Select the order and click **Edit** to open the order form.
2. Click the variable dose icon, the large arrow next to the large white box. The **Variable Dosage** dialog box opens.

**Screen 44: Variable Dose Window**

3. In the **Condition** field, enter the condition.
4. In the **From** field, enter the low value of the lab test.
5. If desired, in the **To** field, enter the high value of the lab test.
6. In the **Dose/Instructions** field, enter the desired information.
7. In the **UOM** field, select the appropriate units of measurement.
8. To add another condition, click **Add** and perform steps 3 through 7. Enter as many conditions, ranges, and doses as apply.
9. To remove a condition, select the condition and click **Delete**.
10. Click **OK**. The **Variable Dosage** dialog box closes and the conditions, ranges, and doses are listed in the **Variable Dose** field on the order form.


**Calculate a dosage for a medication order**



**Screen 45: Dose Calculation Icon**

When an order form includes the **Calculated Dose** and **Calc Info** fields, you can use an online calculator to determine the correct dose for a medication order. You can calculate a dose based on the per dose requirement or the daily dose requirement. You click the equal sign next to the **Calculated Dose** field to open the **Dose Calculation** dialog box.

The patient's height, weight, and body surface area are used to calculate the dose. If the height and weight haven't been entered, the **Height/Weight** dialog box displays automatically when you click the equal sign to open the **Dose Calculation** dialog box.

Once you have calculated a dose, you can recalculate it directly from the order form.



**Screen 46:  Dose Calculation Dialog box**

**To calculate a dose based on the per dose requirement**
1. On the order form, click the equal sign next to the **Calculated Dose** field.
2. The **Dose Calculation** dialog box opens. If the height and weight have not been entered for the patient, the **Height/Weight** dialog box opens. After you enter the height and weight and click **OK**, the **Dose Calculation** dialog box displays.
3. Review the patient's height, weight, and body surface area. Click **Modify** to change the values in the **Height/Weight** dialog box, if desired.
4. If it is not already selected, click **Per dose requirement**.
5. Enter the requested amount of the medication in the **Requested amount per dose** field.
6. From the **UOM** drop-down list, select a unit of measure.
7. From the **per** drop-down list, select **kg** or **m2** (square meters).
8. Do one of the following
   a. Click **Calculate**.
   b. Press **Tab**.
9. Place the cursor in the **Ordered Amount Per Dose** field.
10. The dose is calculated and displayed in bold text in the **Ordered Amount Per Dose** field.
11. Optionally, select a **Frequency** from the drop-down list and check the **Calculate total daily dose** check box. The total daily dose is displayed. **Note:** You can override the calculated dose, if desired.

12. Click **OK**. The fields in the order form are updated to display the calculated dose.  The **Calc Info** field displays the formula that was used to calculate the dose.

**To calculate a dose based on the daily dose requirement**
1.  On the order form, click the equal sign next to the **Calculated Dose** field.
2.  The **Dose Calculation** dialog box opens. If the height and weight have not been entered for the patient, the **Height/Weight** dialog box opens. After you enter the height and weight and click **OK**, the **Dose Calculation** dialog box displays.
3.  Review the patient's height, weight, and body surface area. Click **Modify** to change the values in the **Height/Weight** dialog box, if desired.
4.  Click **Daily dose requirement**.
5.  Enter the requested amount of the medication in the **Requested Daily Amount** field.
6.  From the **UOM** drop-down list, select a unit of measure.
7.  From the **Per** drop-down list, select **kg** or **m2** (square meters).
8.  Select a **Frequency** from the drop-down list.
9.  Do one of the following
    a.  Click **Calculate**.
    b.  Press Tab.
10. Place the cursor in the **Ordered Amount Per Dose** field.
11. The dose is calculated and displayed in bold text in the **Ordered Amount Per Dose** field.  **Note:** You can override the calculated dose, if desired.
12. Click **OK**. The fields in the order form are updated to display the calculated dose. The **Calc Info** field displays the formula that was used to calculate the dose.


**Change a calculated dose**

After a dose has been calculated, you can change it in the **Dose Calculation** dialog box or from the order form. You must enter the reason you are changing the dose in the **Override Reason** field. You can choose a predefined reason, or enter free text.

**To change a calculated dose from the Dose Calculation dialog box**
1.  In the **Ordered Amount Per Dose** field, enter the desired dose.
2.  The **Override Reason** field becomes active.
3.  Enter an override reason or select a reason from the drop-down list.
4.  Click **OK**.

**To change a calculated dose from the order form**

1. Enter the desired dose in the **Calculated Dose** field and press Tab to move to the next field.
2. A message displays, asking you to provide an override reason. Click **OK**.
3. The **Dose Calculation** dialog box opens, with the **Override Reason** field active.
4. Enter an override reason, or select a reason from the drop-down list.
5. Click **OK**.

### Changing the patient's height or weight for a calculated dose

If you change the patient's height and weight in the order form after a dose has been calculated, the **Calculated Dose** field is automatically updated when you enter a new value in the **Height** or **Weight** fields and press Tab to move to the next field.

### Non-Formulary Medications

You can order non-formulary medications if needed.  A number of orders are available via manual entry, which all start with **Nonformulary**.  Select the appropriate type of nonformulary product, such as **Nonformulary Inj**, **Nonformulary Oral**, etc.  Enter all the appropriate information including the medication name and dose, as well as any specific instructions needed.



**Screen 47:  Nonformulary medication order form**

**TPN**

TPN orders have some fields pre-filled.  Additive amounts, however, must be entered before submitting these orders.



**Screen 48:  TPN Order Entry Form**

To add the additives amounts, click the arrow next to the TPN Additives field.



**Screen 49:  Additives Dialog box**

## Scheduled Meds

Medications display on the Worklist based on the start date, stop date and frequency fields.  Completing these fields is necessary to correct administer these medications.



**Screen 50:  Scheduled medication order entry form**

## PRN Medications

Medications display on the Worklist as PRN only if the PRN checkbox is checked. In addition, completing the PRN Reason field will instruct the nurse when they can administer the medication.

**Screen 51:  PRN Medication Order Entry form**

## Dispensing Medications

Pharmacists will add dispensing information to the order entry form when they dispense the medication to the patient.  These fields are marked as Pharmacist Only fields and are the only fields that are active when you modify an order.

**Screen 52:  Pharmacist dispensing fields**

To dispense medications
1. Right-click on the order you wish to dispense.
2. Select **Modify Order – Requested by Me**.  The Order Entry field will display.
3. Enter the appropriate information into the dispensing fields (white fields).
4. Click **OK**.


## Special Orders

### Conditional Orders

A conditional order is one that is activated when certain conditions are met. The **Condition** dialog box lets you specify the conditions that must be met for an order to be performed.
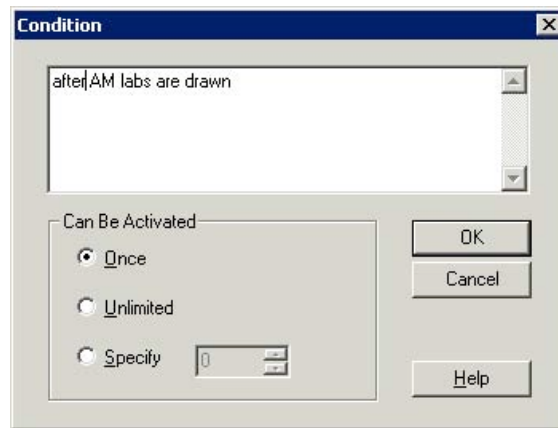
**Screen 53:  Condition Dialog box**

The Conditional order functionality allows a Prescriber to write and enter a "conditional" medical order for future activation, based on specific requirements contained within the original order, e.g., CBC 2 hours after a red blood cell infusion is completed.   Using this functionality, the Prescriber would enter an order for future execution and place the order in a special conditional status. Conditional orders are displayed with a question mark icon to visually identify their conditional status.
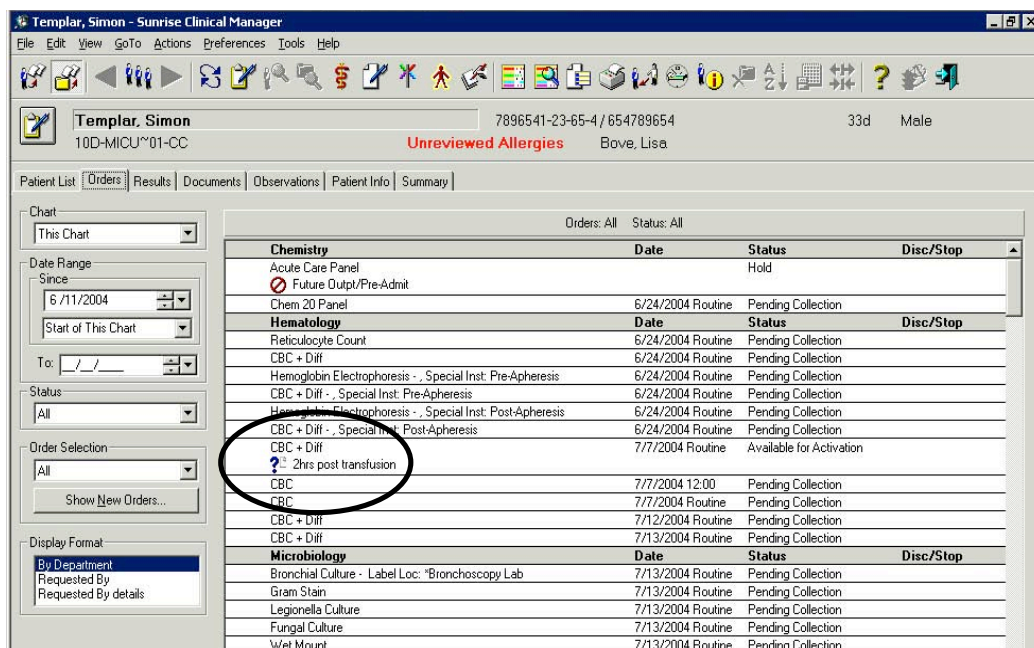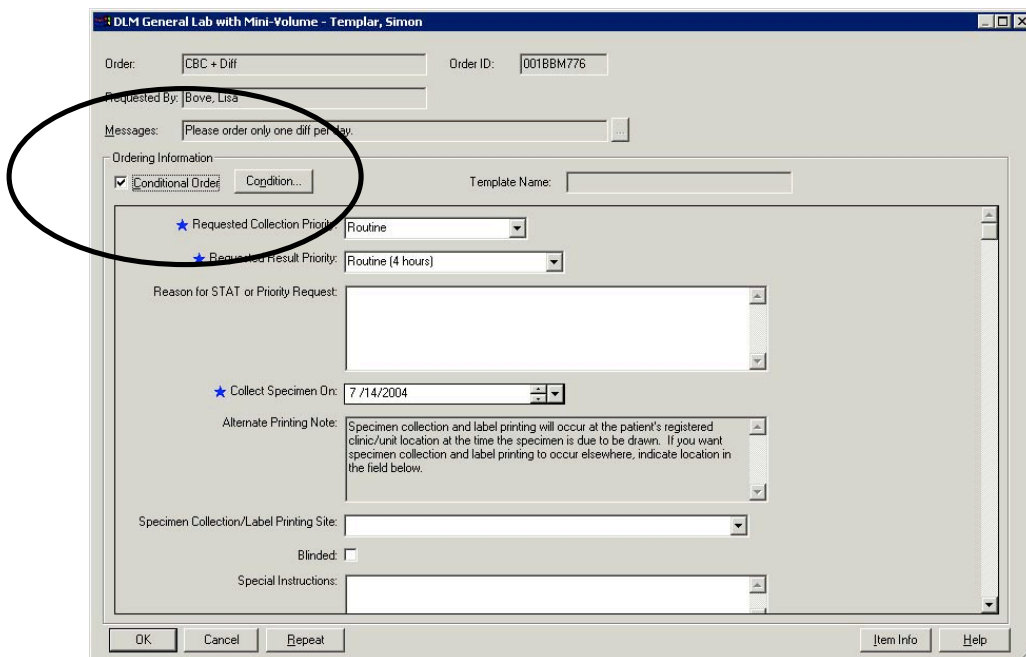


**Screen 54:  Conditional Order icon**

The conditional order can then be activated by another Prescriber, or by a member of the Affiliate Medical Staff (considering their professional licensure, scope of practice, condition of the patient, and compliance with the conditions for execution set in the original conditional order). The activation of a conditional order must be done manually.  Activation cannot automatically be done by the

system itself (e.g., automatically activate order when the patient returns for next outpatient visit).

**To enter a conditional order**
1. In the **Order Browse** of the **Order Entry Worksheet**, select an order that has an **Order Form** icon next to it, or select an order in the **Order Summary** window and click **Add**. The order form opens.
2. Check the **Conditional Order** check box. The **Condition** dialog box automatically opens.
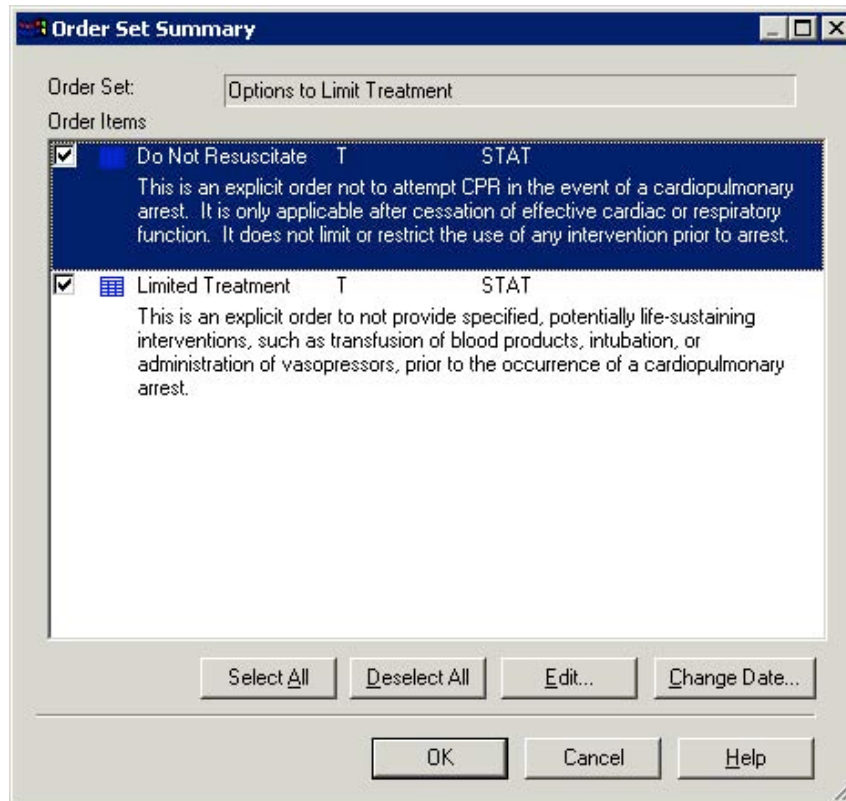


**Screen 55: Conditional Order checkbox**

3. Enter a condition for the order.
4. Specify the number of times the order can be activated.
5. Click **OK**.

**DNR and Code Orders**

DNR orders are entered as an order set called Options to Limited Treatment. There are two orders within this order set
- Do Not Resuscitate
- Limited Treatment

**Screen 56:  Options to Limit Treatment Order Set**

These should both be completed for any patients that require this level of care. Code status will continue to be documented on paper in the progress notes.


**Screen 57:  DNR order form**

**Screen 58:  Limited Treatment Order form**

NOTE:  Refer to **Medical Administrative Series Policy #M91-7 Do Not Resuscitate (DNR) Orders and Limited Treatment Orders** for more information.


## Isolation Orders

Isolation orders are entered by a Prescriber, Epidemiology Service staff member, or a nurse (acting as an "agent for").  There are separate orders for each type of isolation.

**Screen 59:  Isolation orders**

Each order includes specific fields to enter details about the isolation.



**Screen 60:  Isolation order form example**

The Prescriber, patient care unit and Epidemiology Service are notified verbally by phone when isolation is indicated per test results, patient history, etc.

**Repeat Orders**

Repeat orders are orders that are sent to an ancillary department every time an occurrence of the order is repeated. When you enter a repeat order, occurrences of that order are automatically created and generated, based on the repeat control information you specify. Not all orders are repeatable.   Laboratory and Radiology departments use the repeat order function due to interface requirements, whereas Nursing and Pharmacy do not.  Nursing and Pharmacy orders have a frequency field that allows you to order the procedure or medication with repetition.
**Note:** An order placed during a **Take Home Medication** order session may not be repeated.

When an order can be repeated, the **Repeat** button on the order form is active. You specify the repeat control information in the **Repeat Orders** dialog box. Duplicate checking does not display when entering report orders.

The first occurrence of a repeat order is considered the "master" order, and is indicated with the icon to the left in the **Orders** chart section and on the **Order Entry Worksheet**. Other instances of the repeat order are indicated with the icon on the right.

Repeat orders are processed in the background, and can be reviewed in the **Orders** chart section after they are entered and submitted.


**Screen 61:  Repeat Order Dialog box**

**To repeat an order**
1. Select the order from the **Order Entry Worksheet** and click **Add**.  The order form displays.
2. Click **Repeat**. The **Repeat Orders** dialog box opens.
3. Select whether you want to create an **Hourly**, **Daily**, or **Weekly** repetition pattern by clicking the respective option.

4. Create a repetition pattern by selecting the options associated with **Hourly**, **Daily**, or **Weekly**.

5. If you chose the **Daily** or **Weekly** pattern, select a scheduled time, if desired. If you select **Non-Stat Time Sensitive**, you must enter an actual time or select a time from the drop-down list. If you select **Routine**, the drop-down list is disabled.
   **Note:** You cannot add more than one occurrence of an order with the same date and time.

6. Click **Add** to add a time to the list, or **Remove** to remove a time from the list.

7. Specify the range of repetition by entering a **Start** date and time, and selecting **End after X occurrences** or **End by** to specify when the order repetition should end.

8. Click **OK**. You return to the order form. If the order form displays **Start Date**, **Start Time**, **Stop Date**, or **Stop Time** fields, they are disabled, because you've entered this information on the **Repeat Orders** dialog box.

9. Click **OK**. The orders are processed and placed in the **Order Summary** window, with the different start date(s).
   **Note:** The first occurrence of a repeat order is considered the "master" order, and is indicated with the icon to the left in the **Orders** chart section and on the **Order Entry Worksheet**. Other instances of the repeat order are indicated with the icon on the right.

10. Click **Submit** to submit the repeat orders.

**Future Orders (Hold)**

The CRIS **hold/release** functionality allows a Prescriber to write and enter medical orders for future release. The Prescriber enters an order for a future date and places the order in a special Future Outpt/Pre-Admit (hold) status and adds a planned release date in the reason field. Hold orders are displayed in CRIS with a red circle with a line icon to visually identify their hold status.

**Screen 62:  Hold Orders icon**

Another Prescriber, or member of the Affiliate Medical Staff (considering their professional licensure, scope of practice and the condition of the patient), could then "release" the order. The release of a hold order must be done manually within CRIS. The system cannot automatically release hold orders, e.g. automatically release order after three days. Pre-registration orders, which apply only to those patients who have never been seen previously as an inpatient or outpatient at the Clinical Center, are treated as hold orders and may be released in an equivalent fashion.

To enter a future (hold) order
1. From the **Order Entry Worksheet**, locate an order you want to enter.
2. Change the session type to Future Outpt/Pre-Admit.
3. In the Reason field, enter the date the orders should be released (e.g. when the patient is expected to return for this test/procedure).

**Screen 63:  Enter Future Orders**

4.  Find the order you want and click **Add**.
5.  Fill in the requested information.
    a.  There may be special instructions about the order in the **Messages** box. This is informational only, and cannot be changed.
    b.  Required fields are marked with a blue star. Data must be entered into these fields prior to submitting the order.
    c.  Other fields are optional. These are completed when there is more information to convey about the order.
    d.  Some fields already contain prefilled/default data when you open the form. These fields may be modified as needed.
6.  Click **OK**.
7.  Click **Submit**.  The order will remain in the hold status until released.
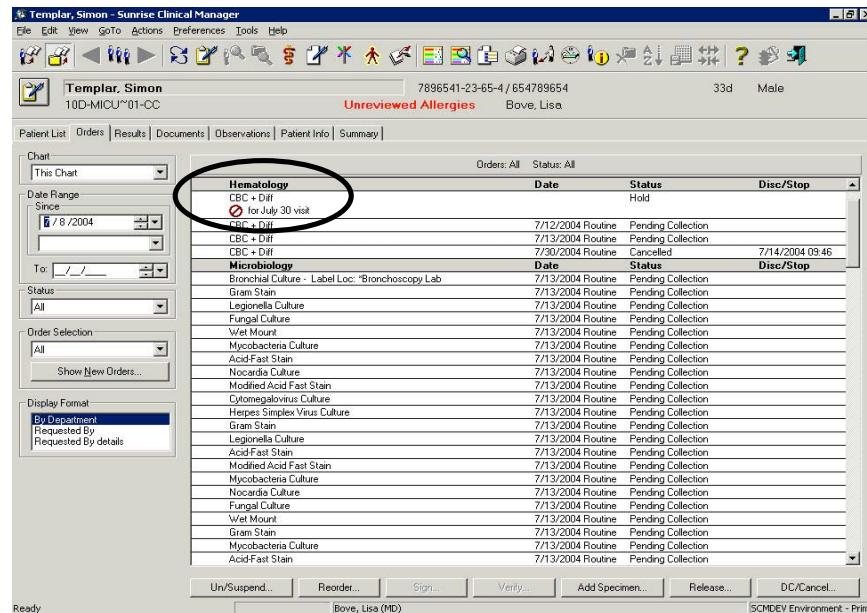
**Screen 64:  Future Order**


## Serial Specimen Ordering, Label Printing, and Collection

Many serial specimens are collected at the Clinical Center in both inpatient and outpatient settings.  Like all other lab tests, serial specimen orders are entered prescribers or by affiliate medical staff acting as "agent for."  These orders may be placed under one of two session types:

o **Today Outpt/Current Inpt**: these orders will be active immediately, with labels and order requisitions printing immediately on the patient's current registered unit or clinic.

o **Future Outpt/Pre-Admit**:  these orders will be on "hold," and will not become active until released.  Labels and order requisitions do not print until the orders are released.


Orders on "hold" are normally not released until needed (i.e., at the time of a clinic visit or inpatient admission).  However, it is sometimes helpful to prepare for specimen collection in advance of a patient's visit by labeling the necessary collection tubes.  In order to obtain the order requisitions and labels at such a time, the following steps should be followed:

1. When the specimen collection will take place in a setting other than the patient's registered location, this information should be temporarily updated in CRIS to the clinic or unit where the specimen collection will actually take place.  This is necessary because CRIS order requisitions and bar-coded lab labels print at the patient's registered location when orders on "hold" are released.  Locations are updated in CRIS via transfer orders:
    o Transfer Order (Internal–Inpatient): a medical order used to move patients to inpatient units

- o Transfer Order (Internal-Outpatient): a service request used to move patients to outpatient clinics, satellite clinics, and day hospitals
2. Once the patient's location corresponds to the desired specimen collection/label printing site, the serial specimen orders on "hold" should be accessed under the Orders tab.  Normally, the test orders have the date of the expected collection.  In CRIS, lab labels do not print until the expected date of collection.  Therefore, to force the labels to print on a different date, it is necessary to change the date of the orders before releasing them.
     - o On the Orders tab, pick the Release button.  All orders currently on "hold" will appear in a separate dialog box.  They are sorted by date/time of entry, and include the name of the requesting prescriber.
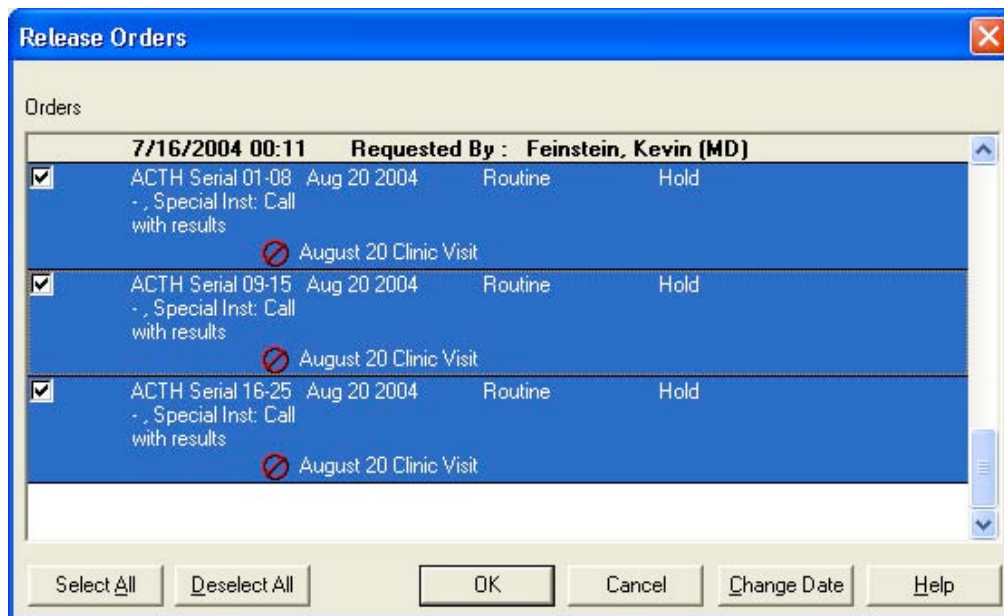


**Screen 65:  Release Orders - Serial Labs**

- o Select the orders to be released.
- o Select Change Date, and another dialog box will appear.
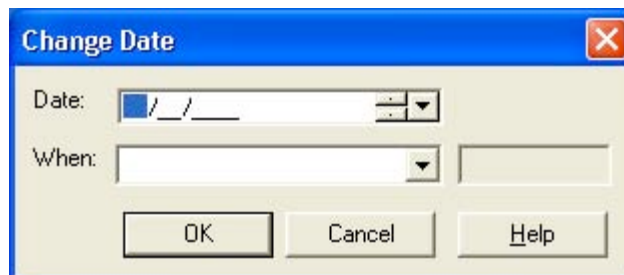


**Screen 66:  Change Date screen**

- o Fill in today's date and select OK.
- o Orders will be released, with the order requisitions and lab labels printing at the patient's current registered location.

3. If the patient's location was temporarily modified to facilitate the label and order requisition printing, it is imperative that the location be returned to the original location via the appropriate transfer order.  If this isn't done, order requisitions, other lab labels, reports, etc. will continue to print at the current registered location.
4. Specimen tubes may be labeled and sorted as appropriate for the serial collection.  Please refer to the relevant lab policies for this process.
5. When the patient arrives on the scheduled date, use the prepared labeled tubes.  Record the date/time of collection and any additional information as needed for proper processing, and send the specimens to the designated lab. **NOTE**: Lab will also accept racks of tubes with standard admission labels for these tests.  The LIS barcode labels should be sent to the lab along with the serial specimen racks - the lab will then re-label with the barcode labels. So, the serial test orders could actually be released when the patient arrives at the CC; the barcode labels would not be needed until that time.


### ADT Orders (Pass, Transfer and Discharge)

- Transfer (Internal and External, except for transfer to the OR), Discharge-Routine, and Pass orders are entered as conditional orders.
- Transfer (Internal, to the OR), Discharge-AMA/AWOL, and Discharge–Expiration orders are not entered as conditional orders.
- Nurses manually activate (start) and complete (close) conditional ADT orders. There is no automatic completion of ADT medical orders.  In contrast, ADT service requisitions will auto-complete immediately.
- ADT orders are maintained on the worklist in CRIS.  To complete an ADT order, the nurse marks as it as done on the worklist.
- MIS automatically suspends active orders when a patient is transferred to another unit or level of care.  In CRIS, there is no automatic suspension of orders.  Nurses are responsible for manually suspending all active orders at the point of transfer.
    - o Nurses do not independently 'unsuspend' medical orders.  It is a Prescribers' responsibility to unsuspend or direct nursing to unsuspend orders.
- Nurses will suspend all active orders when a patient leaves on pass. Prescribers are responsible for including explicit direction in the pass order regarding which orders the nurse can unsuspend when a patient returns from pass.
- Bed assignment is done by nursing in CRIS (rather than MIS), using a specific service requisition.  The service requisition auto-completes immediately after the nurse enters it.
- OR/PACU nurses can move patients within the OR area and back to the unit of origin or ICU (if preplanned) using a service requisition.
- Outpatients can be moved between outpatient locations, including the OR, using a service requisition entered by nurses.  This will facilitate

communication of orders and test results, as well as printing in the patient's current location.

## Discontinue/Cancel orders

If you want to stop an order, you can discontinue or cancel it. Orders that have already started and are no longer required are discontinued. For example, if a patient no longer needs vital signs every two hours, you would want to discontinue to vital signs order and enter a new vital signs order with a different frequency.  Orders that have not yet been started, and that you don't want carried out are canceled. For example, if you order medication for the wrong patient, you can cancel the order before it is filled.

You use the **Discontinue/Cancel Orders** dialog box to discontinue or cancel multiple orders, and the **DC/Cancel** dialog box to discontinue or cancel single orders.

**Note:** For repeat orders, both the master order and its occurrences are displayed in the **Discontinue/Cancel** dialog box. If you select the master order, all its occurrences are automatically checked and the check boxes are disabled.  When you discontinue or cancel a repeat order, a message displays, asking if you want to discontinue or cancel this occurrence or all future occurrences of the repeat order.

### To discontinue/cancel a single order

1. From the Orders tab, select the order or order set that you want to discontinue/cancel or discontinue/reorder.
2. Right-click on the order and select **Discontinue/Cancel** from the shortcut menu.  The **DC/Cancel** dialog box opens.
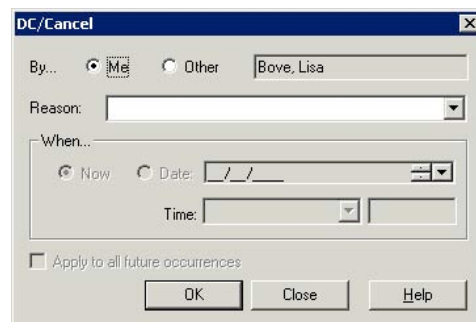


**Screen 67:  DC/Cancel Dialog box**

3. Select whether you are discontinuing/canceling the order on behalf of yourself or another provider. If you select **Other**, the **Requested By** dialog box opens; specify the provider's name and click **OK**.

4. Provide a reason for the discontinuing/canceling in the **Reason** field, or select a pre-defined reason from the drop-down list.
5. Select when you want the order to cease—either **Now** or a particular date and time.
6. Click **OK**.

## To discontinue/cancel multiple orders

1. Form the Orders tab, click the DC/Cancel button.
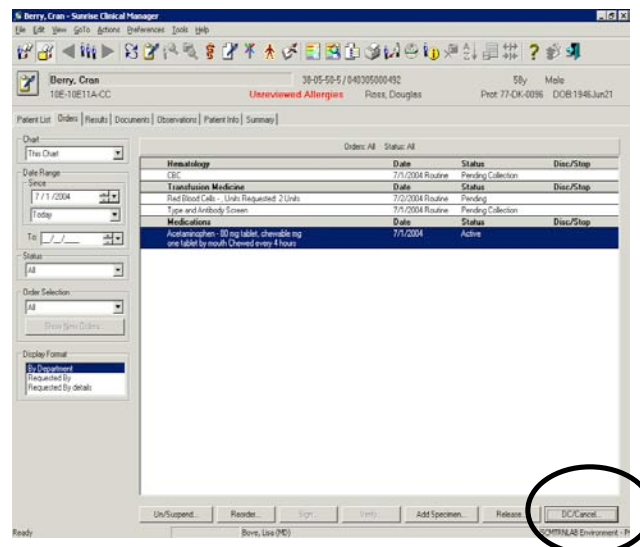


**Screen 68:  Orders Tab**

The **Discontinue/Cancel Orders** dialog box opens with **Discontinue/Cancel** selected. All orders that can be discontinued or canceled are listed.
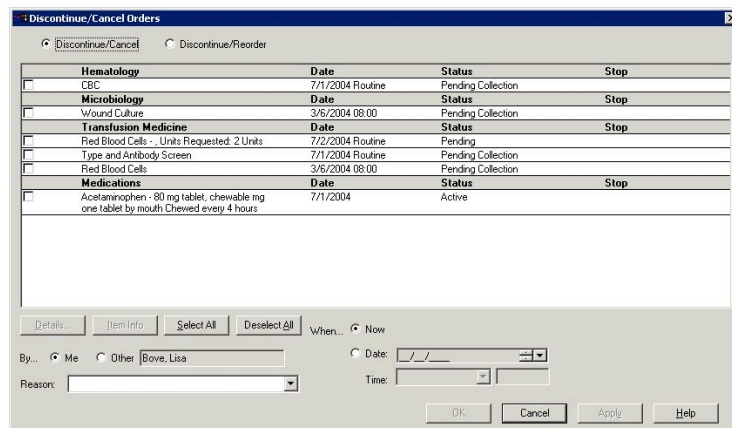


**Screen 69:  DC/Cancel Orders Dialog box**

2. Select whether you are discontinuing or canceling the order on behalf of yourself or another care provider. If you select **Other**, the **Requested By** dialog box opens.

3. Do one of the following
   a. To discontinue or cancel a few orders in a short list of orders, click the check boxes of the orders you want to discontinue or cancel.
   b. To discontinue many orders in a lengthy list of orders, click **Select All**, then uncheck the check boxes of the orders you don't want to discontinue or cancel.
4. In the **Reason** field, enter why you are discontinuing the order(s), or select a predefined reason from the drop-down list.
5. Specify when you want the order(s) to be discontinued or canceled. You can select **Now** to have the order(s) discontinued immediately, or you can specify a future date and time. To specify the date, type in a date, or click the calendar arrow and select a date from the calendar. The **Time** field activates after you click **Date**.
6. If you want to discontinue the order(s), but not exit the dialog box, click **Apply**. If you want to discontinue the order(s) and exit the dialog box, click **OK**. In the **Display** window, the status of the order(s) you discontinued changes to Canceled.


## Activate Conditional Orders

After a condition has been met for a conditional order, you can activate the order. For example, if a test is to be performed once a patient returns from a procedure, when the patient returns, you can activate the test order.


### To activate a conditional order

1. Select a conditional order. (A conditional order has a **Conditional Order** icon next to it.)
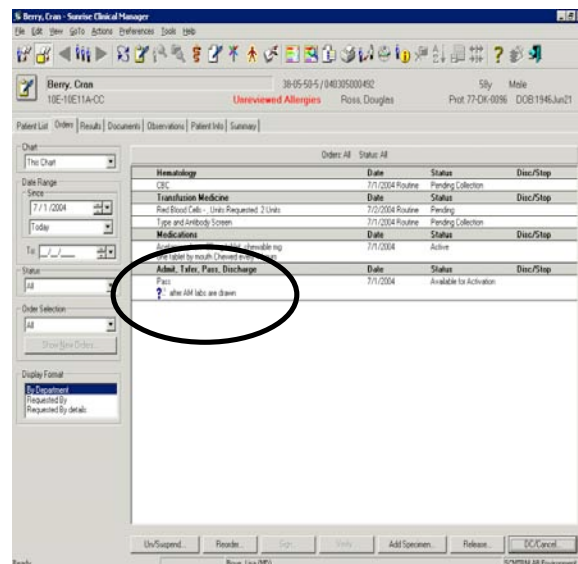


**Screen 70: Conditional Order Icon**

2. From the **Actions** or shortcut menu, select **Activate**.
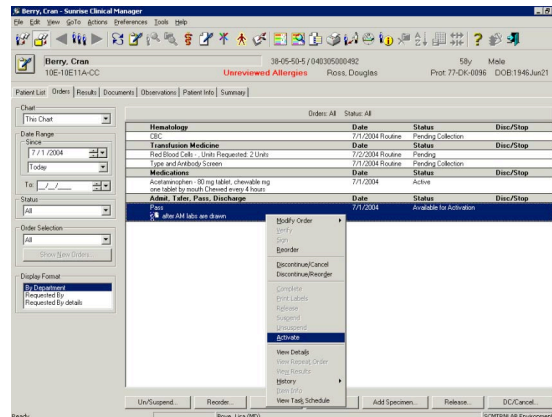

**Screen 71:  Activate Conditional Order**

## Release Orders

The **Release Orders** dialog box allows you to release one or more hold orders at one time. When you release a batch of orders, they are processed for alerts and for date and scheduling conflicts.

**Note:** When you release a repeat order, all orders in the repeat series are released.

If the order is conditional or pending verification, the first order in the repeat series is not sent to the ancillary department until the order is activated or verified.
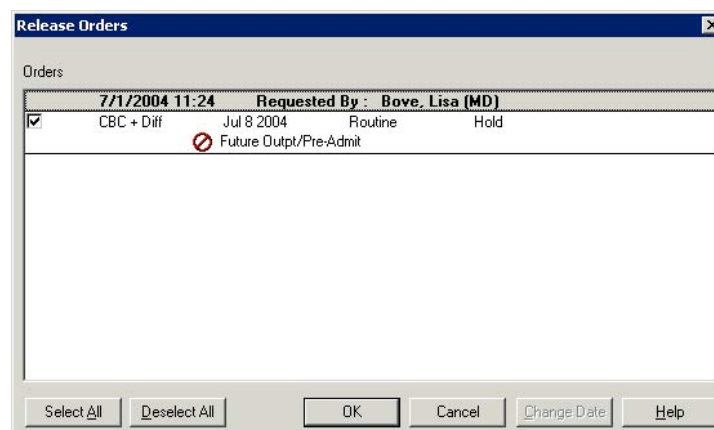

**Screen 72:  Release Orders Dialog box**

**To release a single hold order**
1. From the Orders tab, right-click on a hold order and select **Release**.  The **Release Orders** dialog box opens with the information for the selected order.
2. Click the check box to the left of the order you want to release.

> a.  If you want to change the date of the order, click on the order to highlight it.
> b.  Click Change Date.
> c.  Enter the corrected date for the order.
> d.  Click OK.
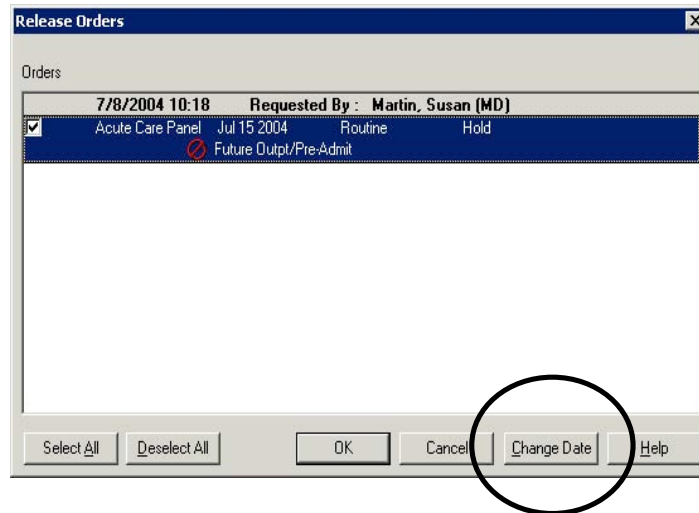


**Screen 73:  Change date of Future order**

3.  Click **OK** to release the order.

## To release multiple hold orders
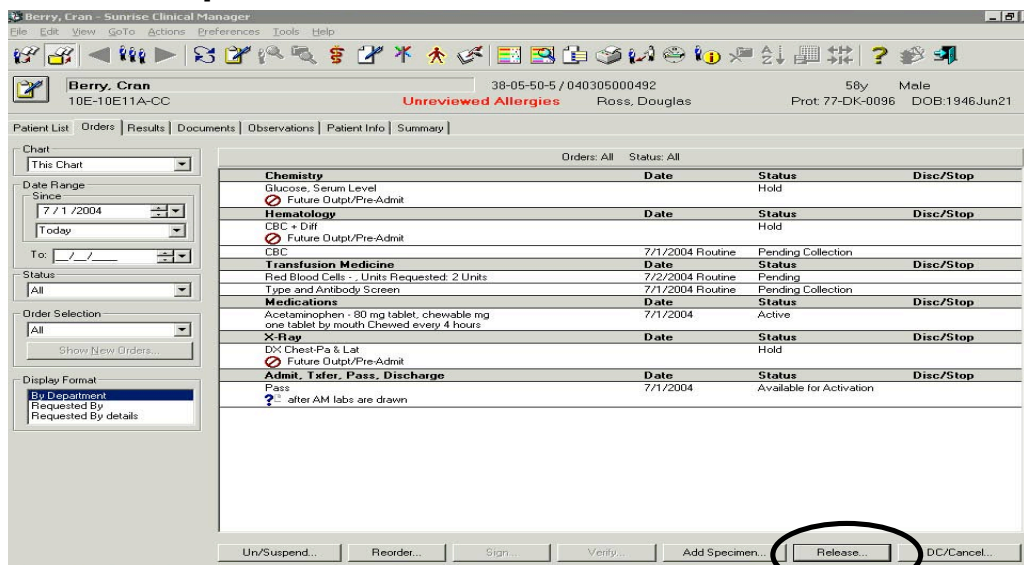


**Screen 74:  Release Button on Orders tab**

1. From the Orders tab, click the **Release** button on the **Orders** chart section. The **Release Orders** dialog box opens, showing all the hold orders you can release. Each order is checked, indicating that it is selected.
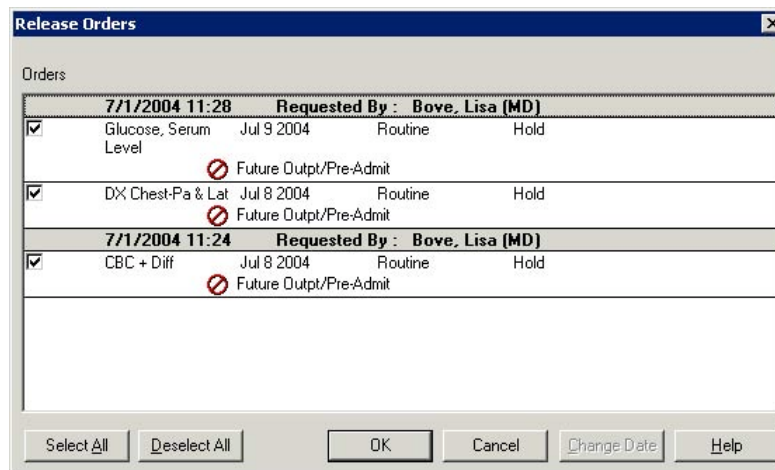


**Screen 75: Release Orders dialog box**

2. Uncheck any orders you do *not* want to release.
3. Change the date of any orders as necessary. Changing the date for an order also releases the hold for that item. Once a hold order has been released, you cannot return it to a hold status, but you can suspend it.
4. Click **OK**. All checked orders are processed for valid dates.


## Complete Orders

Completing an order allows you to indicate that an order has been accomplished. This function is typically used for human interventions. For example, if a clinician places a patient education order for diabetes—after the instruction has been done and the provider feels that the patient understands the information, the provider can mark the order as completed.


**To complete an order**

1. Select the order you want to complete
2. Right-click on the order and from the shortcut menu, select **Complete**.

If the **Complete** option is disabled, the order already has a Canceled status, is Suspeneded, or the definition for this order item indicates it cannot be set to Complete.

## *Suspend and Unsuspend Orders*

Suspending an order allows you to put a temporary hold on an order. For example, you might want to suspend a medication order while a patient is nauseated.
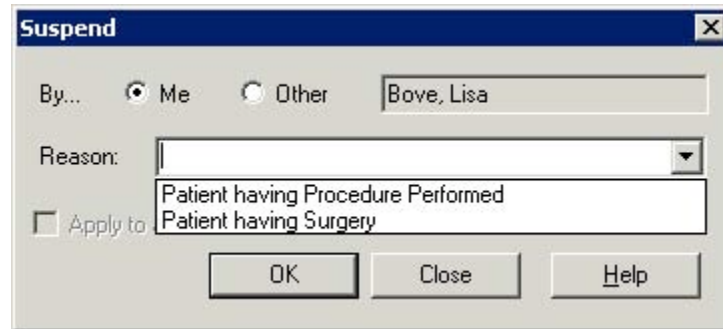


**Screen 76:  Suspend Dialog box**

**To suspend an order**

1. From the Orders tab, right-click the order, and select **Suspend**.
2. In the **Display** window of the **Orders** chart section, a **Suspended Order** icon displays to the left of the order row.



**Screen 77:  Suspend Icon**

3. While the order is suspended, it can be discontinued, canceled, or signed, but cannot have specimen information entered or be marked as complete.
   **Note:** Not all orders can be suspended.

**To unsuspend single orders**



**Screen 78:  Unsuspend Dialog box**

1. From the Orders tab, right-click on the order, and from shortcut menu, select **Unsuspend**.

### To suspend or unsuspend multiple orders

You can suspend or unsuspend multiple orders using the **(Un)Suspend Orders** dialog box.



**Screen 79: Unsuspend Orders Dialog box**

1. Click the **(Un)Suspend** button on the **Orders** chart section. The **(Un)Suspend Orders** dialog box opens.
2. Select **Suspend** or **Unsupend**.
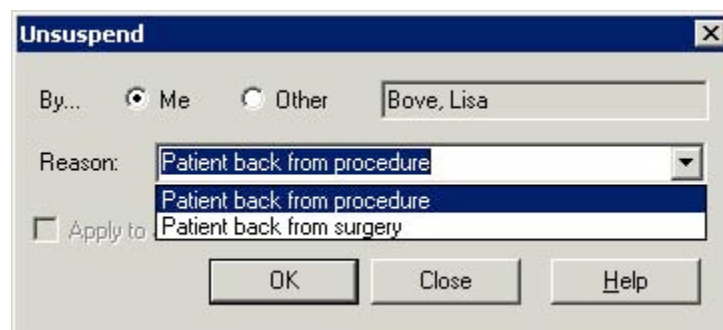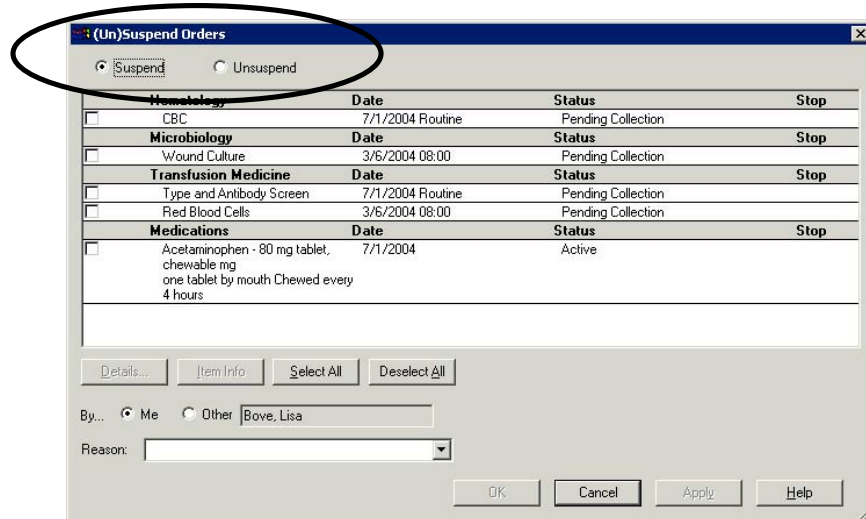3. Select whether you are suspending or unsuspending the orders on behalf of yourself or another care provider. If you select **Other**, the **Requested By** dialog box opens.
4. Do one of the following
   a. To suspend or unsuspend a few orders in a short list of orders, click the check boxes of the orders you want to suspend or unsuspend.
   b. To suspend or unsuspend many orders in a lengthy list of orders, click **Select All**, then click the check boxes of the orders you don't want to suspend or unsuspend. Suspended orders are indicated with an icon.
5. In the **Reason** field, enter why you are suspending or unsuspending the order(s), or select a pre-defined reason from the drop-down list.
6. If you want to suspend or unsuspend the orders, but not exit the dialog box, click **Apply**. If you want to suspend or unsuspend the orders and exit the dialog box, click **OK**.


## Sign Orders

If any orders require your electronic signature, the **Sign** button is enabled in the **Orders** chart section.
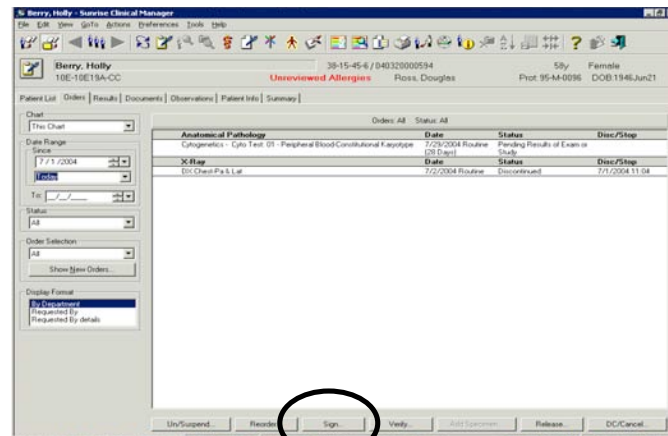
**Screen 80:  Sign Button on Orders Tab**

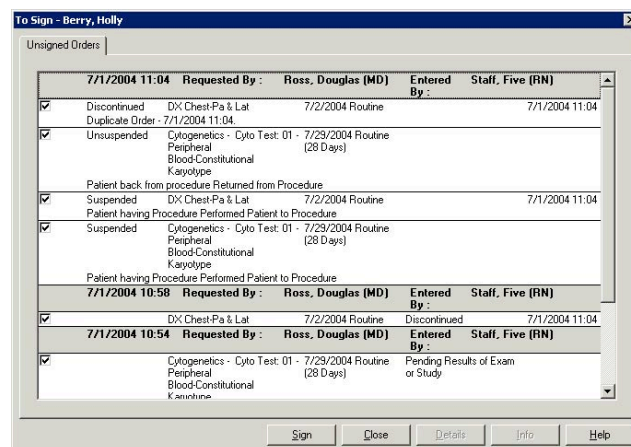Orders that are entered, modified, suspended, unsuspended, canceled, or discontinued on behalf of another care provider must be signed.  You select the orders you want to sign on the **Unsigned Orders** tab of the **To Sign** dialog box.


**Screen 81:  To Sign Dialog Box**

> **Note:** For repeat orders, only the master order is displayed in the **To Sign** dialog box. You don't need to sign each occurrence of a repeat order.

**To sign orders**

1. Do one of the following
   a. In the **Orders** chart section, click **Sign**, or from the **Actions** menu, select **Sign**.
   b. From the **Patient List**, double-click the flag in the **To Sign** column.
2. The **To Sign** dialog box opens.
3. Click the **Unsigned Orders** tab. The orders that you can sign for the current patient will display and are checked.
4. Deselect any orders you do not want to sign.

5. Optionally, display the shortcut menu to view status or modification history for the order.
6. Click **Sign**. The **Password Required** dialog box may open.
7. Enter your password and click **OK**.

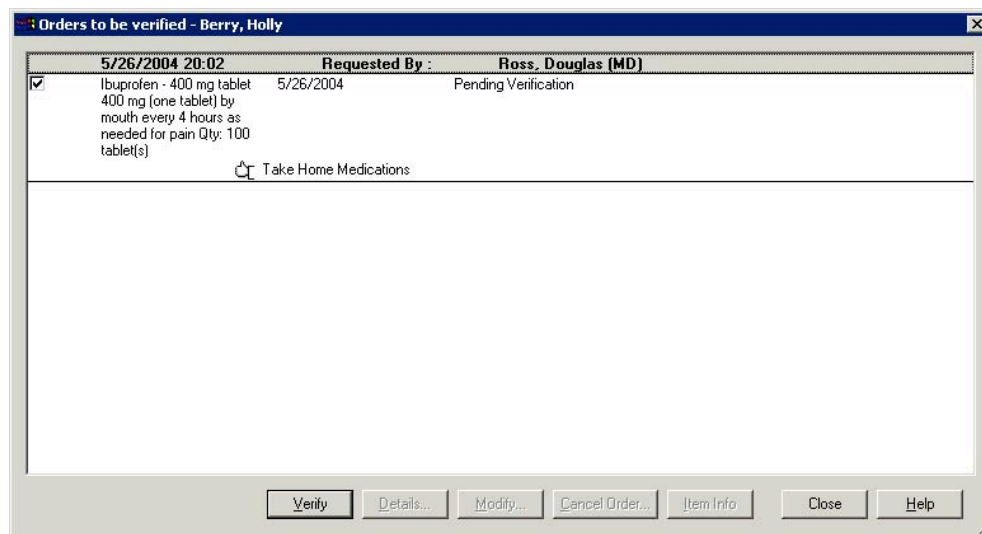**To view additional details about the orders to be signed**

1. On the **Unsigned Orders** tab of the **To Sign** dialog box, select the order for which you want to obtain more information.
2. Choose **Details**. The order form opens in view mode and displays additional information about the order.

**To view more information about items within an order**

1. On the **Unsigned Orders** tab of the **To Sign** dialog box, select the order for which you want to obtain item information.
2. Click **Item Info** to display additional information on this item, if your enterprise has provided this information.

## Verify Orders

If any orders require verification, the **Verify** button in the **Orders** chart section is enabled and a flag displays in the **To Verify** column of the **Patient List**. All medication orders entered must be verified by a pharmacist.



**Screen 82: Verify Orders Dialog box**

**To verify orders**

1. Do one of the following

a. In the **Orders** chart section, from the **Actions** or shortcut menu, select **Verify**.
b. From the **Patient List**, double-click the flag in the **To Verify** column.

2. The **Orders to be Verified** dialog box opens. All orders that you can verify for the current patient are checked.
3. Deselect any orders you do not want to verify.
3. Click **Verify**.

**To view additional details about the orders to be verified**

1. In the **Orders to be Verified** dialog box, select the order about which you want to obtain more information.
2. Click **Details**. The order form opens in view mode and displays additional information about the order. In this mode, you cannot change any information.